

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
November 11, 2024
Regular Meeting No. 695



MISSION • VISION • VALUES

Lake Land College creates and continuously improves an affordable, accessible and effective learning environment for the lifelong educational needs of the diverse communities we serve.

LAKE LAND
COLLEGE

Table of Contents

Topic	Board Book Page Number
Agenda for November 11, 2024, Regular Meeting	3
Minutes for October 14, 2024, Regular Meeting	6
Supplemental Information for November 11, 2024, Regular Meeting	30

**Lake Land College
Board of Trustees
District No. 517**

Engaging minds, changing lives, through the power of learning.



Regular Meeting No. 695
Monday, November 11, 2024, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

(Any one member may remove an item from the consent item list simply by requesting the Chair to do so. Items removed will be discussed and voted immediately following passage of the consent item.)

1. Approval of Minutes of October 14, 2024, Regular Meeting.
2. Approval of Minutes of October 14, 2024, Closed Session.
3. Approval of Agenda of November 11, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
For summary and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>
5. Destruction of Tape Recording of the May 8, 2023 Closed Session and the May 4, 2023 Resource and Development Committee Closed Session.

II. Conduct of a Public Hearing concerning the Intent of the Board of Trustees to Sell not to Exceed \$5,100,000 Funding Bonds for the Purpose of Paying Claims against the District.

III. Hearing of Citizens, Faculty and Staff.

IV. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Abbie Kelly
G. President's Report	Dr. Josh Bullock

V. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Presentation of National Trap Shooting Championships 2 nd Place Award and Success of the Lake Land College Skeet and Trap Shooting Team and Team Members.	
2. Monthly Data Point Discussion – Working Teams Master Plans and Annual Assessment Report.	
3. Faculty Focus on Student Success – Improvements to the Emergency Services Program.	
4. Proposed Revisions to Board Policies:	30-36
• 05.04.15 – <i>Absence Due to Inclement Weather.</i>	
• 11.08.01 – <i>Employees' Records.</i>	
5. Calendar of Events.	37-38

B. Action Items.

	Board Book Page Number(s)
1. Adoption of Language for Board Policy 05.04.25- <i>Paid Parental Leave.</i>	39-42
2. Acceptance of September 2024 Financial Statements.	43-53
3. Approval of Part-Time Rates and Stipends.	54-63

Lake Land College Board of Trustees

Agenda – November 11, 2024

Page 3

- | | |
|---|---------|
| 4. Approval of Workers Compensation Insurance Renewal. | 64-70 |
| 5. Declaration of Surplus Item(s) or Equipment. | 71 |
| 6. Approval of Purchase of Equipment for the Print Shop. | 72 |
| 7. Approval of Certificate of Tax Levy. | 73-76 |
| 8. Approval of Bid for Construction for Phase Two at the Effingham Technology Center. | 77-78 |
| 9. Approval of Purchase of Furniture for Phase One / Level One of the Effingham Technology Center. | 79-110 |
| 10. Approval of Agreement with Dynamic Controls, Inc. of East Peoria, IL. | 111-121 |
| 11. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (8), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees of the College and to discuss security procedures and the use of personnel and equipment to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property. | |
| [Return to Open Session - Roll Call] | |
| 12. Approval of Cyber Security Insurance Renewal as Discussed in Closed Session. | |
| 13. Approval of Human Resources Report as Discussed in Closed Session. | 122-123 |

VI. Other Business. (Non-action)**VII. Adjournment.**

**Lake Land College
Board of Trustees
District No. 517**



Regular Board Meeting No. 694
Board and Administration Center, Room 011
Mattoon, IL
October 14, 2024

Minutes

Call to Order.

Chair Cadwell called the October 14, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Mr. Dave Storm, Secretary; Ms. Denise Walk and Mr. Thomas Wright, Vice-Chair.

Trustees Absent: Trustee Doris Reynolds and Student Trustee Abbie Kelly.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Mr. John Woodruff, Vice President for Business Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

Trustee Walk moved and Trustee Curtis seconded to approve the following consent items:

1. Approval of Minutes of September 9, 2024, Regular Meeting.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 2 of 24

2. Approval of Minutes of September 9, 2024, Closed Session.
3. Approval of Agenda of October 14, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	596,551.91
Building Fund	\$	223,378.06
Site & Construction Fund	\$	440,034.00
Bond & Interest Fund	\$	500.00
Auxiliary Services Fund	\$	99,982.28
Restricted Purposes Fund	\$	537,930.28
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	22,342.79
Student Accts Receivables	\$	2,277,827.71
Total	\$	4,198,547.03

For a summary of trustee travel reimbursement and details of bills refer to [the Board of Trustees web page](#).

5. Destruction of Tape Recording of the April 10, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said she had no updates.

Resource & Development.

Trustee Reynolds, Committee Chair, was absent and no update was given.

Finance.

Trustee Storm, Committee Chair, said the Committee met on October 10, 2024, regarding several items which will be discussed later in the agenda.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee met on October 10, 2024, regarding multiple items which will be discussed later in the agenda.

Foundation.

Trustee Wright, Committee Chair, highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- Foundation scholarship awarding just wrapped up for the 2024-2025 school year, and we're thrilled to share over \$725,000 was awarded to 530 students. With 1,034 scholarship applicants overall, 51% of applicants received a scholarship. The Foundation is hosting a pizza party for our 2024-2025 scholarship recipients on November 6.
- We couldn't be more excited to celebrate our 2024 Alumni and Foundation awardees on October 24. Congratulations to all of our award recipients!
- The FY24 Foundation Annual Report along with scholarship impact reports will be mailed soon. The impact reports include scholarship updates to all annual and endowed scholarship donors.

Student Report

Ms. Abbie Kelly, Student Trustee, was absent and no report was given.

President's Report.

Dr. Bullock gave the following updates:

- The College received a payment in September from both the Illinois Department of Juvenile Justice (IDJJ) and the Illinois Department of Corrections toward the FY 2024 outstanding balance. No balance remains with IDOC or IDJJ for FY 2024.
- In September, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,776 and equalization of \$574,383. A balance of \$4.3

million in credit hour reimbursement and \$5.2 million in equalization remains outstanding.

- The College received \$2.3 million in property tax payments in September.

Business - Non-action Items.

Updates from Student Ambassadors.

Trustees heard a presentation from Ms. Rachel Ervin and Ms. Holly Ferren, Enrollment Specialists, along with a few Student Ambassadors. They explained the Student Ambassadors program and provided updates on the Student Ambassadors activities.

Announcement of 2024-2025 Student Ambassadors.

Dr. Bullock announced the selection of the 2024-2025 Student Ambassadors. He said fifteen highly qualified candidates were selected to serve on the ambassador team as official representatives of Lake Land College and will each receive a \$1,000 yearly scholarship.

Faculty Focus on Advancing Student Success – Updates on the Welding Program.

Trustees heard a presentation from Mr. James Crowder, Welding Instructor and Coordinator. He highlighted recent successes, growth and updates for the College's welding program.

Monthly Data Point Discussion – Foundation's Impact.

Trustees heard a presentation from Trustee Wright in which he highlighted the growth of the Lake Land College Foundation's assets as well as the support to the College and students. Trustee Wright said this data was provided by Ms. Christi Donsbach, Executive Director for College Advancement.

Recommendations from the Advisory Committee for the Naming of Buildings, Grounds or Academic Programs.

Trustee Curtis, Chair of the Buildings and Site Committee, said that Chair Cadwell recently appointed Dr. Bullock, Ms. Christi Donsbach and members of the Buildings and Site Committee including Trustees Lilly, Storm, Wright and Curtis to a Naming Advisory Committee for consideration of two naming recommendations that were provided by the College's Foundation. He said they reviewed recommendations from Ms. Donsbach for the naming of two areas on the College's main campus based upon the significant contributions of two College partners, Sarah Bush Lincoln Health Center and Mr. Tom Grunloh of Effingham.

Trustee Curtis highlighted their respective contributions to the College and he said the Naming Advisory Committee unanimously voted to:

- a. Recommend to the Board naming of the Nursing Simulation Lab, Neal Hall Room 109, in honor of Sarah Bush Lincoln Health Center for a period of 20 years to recognize their pivotal role in advancing our mission and enhancing the future of healthcare education at our institution. In 2021, Sarah Bush Lincoln made a significant donation to the College to upgrade equipment and renovate the space for the Nursing Simulation Lab, and their gift exceeded the naming rights amount associated with this space. Thus, the Naming Advisory Committee recommended the naming period be for a period of 20 years instead of the general and initial ten-year period. Per Board Policy 11.10 (#7), the Board, at its discretion, may extend the naming period and the Naming Advisory Committee believes the generosity of Sarah Bush Lincoln Health Center will be felt by Allied Health students, alumni, staff and faculty at Lake Land College for many years.
- b. Recommend to the Board the naming of the new Athletic Practice Facility in memory of Mr. Tom Grunloh's parents, Clifford and Marian Grunloh. Mr. Tom Grunloh has pledged his financial support of the new Athletic Practice Facility in accordance with the Foundation's Named Spaces Planner. As a 1982 business administration alum and former Laker Men's Basketball Team player, he has been a strong supporter of the College, has made numerous and significant financial contributions and has been actively engaged with Lake Land College and the College's Foundation over many years. He has been the recipient of the Lake Land College Distinguished Alumni Society, the Foundation's Outstanding Philanthropist Award, and the Foundation's Crystal Swan Award.

Dr. Bullock said that per Board Policy 11.10, no action can be taken by the Board at this time as any recommendation of the Naming Advisory Committee is to be presented at one Board meeting and voted on at the Board meeting commencing 120 days after notification. This means that the Board may consider these two recommendations for action no sooner than February 10, 2025.

Curriculum Committee Highlights.

Dr. Ike Nwosu, Vice President for Academic Services, presented the listing of new courses and curricula as well as changes in current courses and curricula that have been brought before the Curriculum Committee and passed from April 2024 to September 2024.

Proposed Aggregate Tax Levy.

Trustee Storm, Chairman of the Finance Committee, presented a recommendation for the proposed aggregate tax levy for the 2024 levy year. Trustees reviewed a memorandum from Ms. Madge Shoot, Comptroller, with details of the proposed tax levy. Trustee Storm said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. He reported we will not know the actual tax rate for the 2024 levy year until late spring when all of

the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will decrease to approximately \$.5207 per \$100 EAV, a .29% decline in the amount levied overall from the prior levy year. He noted that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV. Dr. Bullock said per 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy then we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. He added we will bring this back to the Board for approval during the November 11, 2024 regular meeting.

Proposed Board Policy 05.04.25- *Paid Parental Leave.*

Mr. John Woodruff, Vice President of Business Services, presented a recommendation for the Board to consider adopting the above-referenced Policy. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, along with details of the proposed Policy language. Mr. Woodruff reported that providing paid parental leave aligns with our strategic plan (focus area 3 – institutional and employee excellence) and our commitment to fostering a supportive workplace culture and enhancing employee well-being. He said the Policy language details eligible employees, effective January 1, 2025, would be able to receive four continuous calendar weeks of paid leave following the birth or adoption of a child. He said this leave must be taken within 12 weeks after the occurrence of a qualifying event.

Mr. Woodruff noted this does not apply to employees under a collective bargaining agreement, unless specifically incorporated by reference. He also said that this recommendation follows extensive review of HR best practices and consultation with our legal counsel, Robbins Schwartz.

Mr. Woodruff said we have personally spoken with each member of the Resource and Development Committee, and they were each in support of providing this benefit. He also said that proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board of Trustees for approval during the November or December 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the October 24, 2024, Annual Foundation and Alumni Awards Celebration and a special Board meeting on April 14, 2025, at 4:00 p.m. He also highlighted plans for November 20, 2024 in which the College will install Rotary Peace Poles at a location on the College's main campus.

Action Items.

Presentation of Audit and Board Acceptance.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 7 of 24

Trustees heard a presentation from Mr. Garrett Kerr and Mr. Jeff Livesay, CPA's from the accounting firm of Martin Hood, LLC, of Champaign, on the FY 2024 Audit Report which was provided to each Trustee. Trustees learned the financial statements present fairly in all material respects and there were no material weaknesses.

Chair Cadwell said the Audit Report was posted on the Board of Trustees web page for public viewing.

Trustee Storm, Finance Committee Chair, said the Committee met recently for an in-depth review of the FY 2024 Audit and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Trustee Storm moved and Trustee Curtis seconded to approve the FY 2024 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Proposed Revisions to Board Policy 11.15 – *Acceptable Technology Use* and the Adoption of Board Policy 11.15.01 – *Artificial Intelligence*. (Roll Call Vote Required).

Dr. Bullock highlighted a request from Mr. David Stewart, Chief Information Officer, for the Board to approve proposed revisions to Board Policy 11.15 – *Acceptable Technology Use* and to adopt Board Policy 11.15.01 – *Artificial Intelligence*. Trustees received the details of the proposed revisions to Policy 11.15 and the new language to be adopted with Policy 11.15.01.

Dr. Bullock reported that the College recently established the Business Operations AI Task Force to drive operational excellence, improve the student experience, and maintain competitiveness in a rapidly evolving educational landscape. He said one of the actions this task force has undertaken is to research best practices for the adoption of policy changes to ensure the ethical, responsible and effective use of AI in higher education.

Dr. Bullock said we submitted this recommendation as first reading during the September 2024 regular Board meeting. He said that since that time, we have received no additional requests for changes.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 8 of 24

Trustee Wright moved and Trustee Lilly seconded to approve as presented proposed revisions to Board Policy 11.15 – *Acceptable Technology Use* and adopt Board Policy 11.15.01 – *Artificial Intelligence*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 1024-009 – Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in the amount of not to exceed \$5,100,000 for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law.

Trustees heard a recommendation from Mr. Woodruff to approve the above-referenced Resolution. Trustees reviewed details of the Resolution. Mr. Woodruff said this action item and the following action item to call for a hearing are the next phases in the bonding process to fund the following projects:

- Phase II/Second level construction and remodel including equipment/furniture purchases to complete the Effingham Technology Center.
- Northwest labs and chemical storage updating, remodel and furniture/equipment purchase.
- Improvements to Mattoon Campus that include building a new open athletic facility complete with outdoor restrooms and concessions and related equipment/furniture.
- Webb Hall updating, remodel and furniture/equipment purchase of the Tutoring & Testing Space.

Dr. Bullock said action items will be submitted to the Board through December 2024 to complete the required bond funding steps.

Trustee Curtis moved and Trustee Walk seconded to approve as presented Resolution No. 1024-009 Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law. [A full and complete copy of the Resolution is attached to and part of these minutes.]

Lake Land College Board of Trustees
Minutes – October 14, 2024
Page 9 of 24

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 1024-010 – Resolution calling a public hearing concerning the intent of the Board of Trustees to sell not to exceed \$5,100,000 Funding Bonds for the purpose of paying claims against the District.

Trustees heard a recommendation from Mr. Woodruff to approve the above-referenced Resolution. Trustees reviewed details of the Resolution. Mr. Woodruff said this resolution is part of the on-going process to fund the projects as detailed in preceding action item.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented Resolution No. 1024-010 – Resolution calling a public hearing concerning the intent of the Board of Trustees to sell not to exceed \$5,100,000 Funding Bonds for the purpose of paying claims against the District. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Financial Advisory Agreement with PMA Securities, LLC.

Mr. Woodruff said the administration will continue seeking Board approval to issue general obligations bonds to finance construction projects to the College. Thus, he requested Board approval for an agreement with PMA Securities, LCC of Naperville, for professional advisory services in issuing these general obligation bonds. He said the College has used PMA Securities in past bond offerings and has been very pleased with their overall performance. Trustees reviewed the proposed agreement. Mr. Woodruff highlighted how the agreement includes a flat fee of \$12,000 plus \$3,000 for offering documentation plus a fee structure which is dependent on the amount of bonds ultimately placed and whether there is a placement or public offering for the bond sale.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 10 of 24

Mr. Woodruff stated that the bonding projects and related processes were previously discussed with both the Buildings and Site Committee and the Finance Committee.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented a municipal advisory agreement with PMA Securities, LLC, of Naperville, IL, including related bond acquisition fees not to exceed \$45,600 for the fall 2024 Bond sale, which includes fees for the debt certificate portion and eventual sale of the bonds.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Acceptance of August 2024 Financial Statements.

Trustees reviewed the August 2024 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Trustee Storm, Finance Committee Chair, said the Committee met on October 10, 2024, to review in detail the Financial Statements and the Committee's consensus was to recommend to the Board approval of the Financial Statements as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the August 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus an H. Schwabe Clicker Press – serial number SK210DJ206A and a 2015 White Toyota Camry – VIN 4T1BF1FK1FU046228, with 64,700 miles. He reported the press is very old and no longer relevant to the operation of our Print Shop. Mr. Woodruff also reported the Camry is the WIOA fleet vehicle that was purchased with WIOA funds and ownership was transferred to the new fiscal agent (CEFS).

Lake Land College Board of Trustees
Minutes – October 14, 2024
Page 11 of 24

Trustee Wright moved and Trustee Walk seconded to declare as surplus an H. Schwabe Clicker Press – serial number SK210DJ206A and a 2015 White Toyota Camry – VIN 4T1BF1FK1FU046228 with 64,700 miles, so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval for Opening of a New Investment Account with SC3F Financial.

Trustees heard a recommendation from Mr. Woodruff that the Board approve opening a new investment account with SC3F Financial for funds associated with SURS penalties related to IDOC employees based on the new Illinois Department of Corrections (IDOC) agreement. Mr. Woodruff reported that per the new IDOC contract, IDOC will pay the College \$100,000 per year to offset any SURS penalties we incur when IDOC employees retire. He noted that the contract is for three years and IDOC will pay the College annually. He reported that as part of the agreement the College agreed to place the funds in an interest-bearing account, and the College intends to do so through our existing investment managers at SC3F of Charleston.

Trustee Lilly moved and Trustee Walk seconded to approve opening a new investment account with SC3F Financial of Charleston for funds associated with SURS penalties related to Illinois Department of Corrections (IDOC) employees based on the new IDOC agreement.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Purchase of Fume Hoods for Chemistry Labs.

Trustee heard a recommendation from Mr. Woodruff that the Board approve the purchase of a total of six new fume hoods for both the existing chemistry lab rooms in the Northwest Building in preparation of the upcoming renovations of those rooms and the new science lab being planned during Phase 2 of the Effingham Technology Center (ETC) project. Mr. Woodruff reported that there will be four new fume hoods needed for the Northwest Building science labs and two fume hoods will be needed for the new science lab to be constructed at the ETC. He also reported that these new fume hoods will be essential to ensuring the safety of our

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 12 of 24

students and faculty and will be purchased utilizing the state Omnia buying group to secure the best possible pricing. He further recommended that because these are typically long lead time items that we proceed with the acquisition of these units prior to upcoming renovation or construction dates.

Mr. Woodruff noted that a bid is not needed since we would be utilizing state consortium pricing through Omnia Partners.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the purchase of a total of six new fume hoods from Fisher Scientific of Hanover Park, IL, through the Omnia Partners purchasing consortium, with four new fume hoods for the chemistry labs in the Northwest Building at a cost of \$87,120.87 and two new fume hoods for the upcoming science lab that will be constructed in Phase 2 construction of the Effingham Technology Center at a cost of \$40,024.00.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Resolution No 1024-011 – Intent to Continue Foundation Tax Levy.

Mr. Woodruff recommended the Board approve Resolution No. 1024-011 – Intent to Continue Foundation Tax Levy. Trustees reviewed details of the Resolution. Mr. Woodruff said under provisions of the Illinois Statute, 110 ILCS, 805/3-14.3, community colleges in the state of Illinois are authorized to levy a foundation tax on an annual basis in order to bring the overall tax levy of the education and operations and maintenance funds of the respective community colleges up to the most recently reported statewide average actual levy rate of all community colleges in the state. He said the Resolution requests permission of the Board of Trustees to continue the tax levy for the foundation tax for another year.

Trustee Wright moved and Trustee Walk seconded to approve Resolution No. 1024-011 - Intent to Continue Foundation Tax Levy. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 13 of 24

Motion carried.

Certification of Fall Student Government Association Election Results.

Ms. Highland said the Student Government Association conducted its fall election on September 11 and 12, 2024. Trustees reviewed a memorandum from Ms. Lisa Shumard-Shelton, Director of Student Life, detailing the results of the election. Ms. Highland said since the Board recognizes the SGA as the representative body for all students that Board approval is sought to certify the results.

Trustee Walk moved and Trustee Curtis seconded to certify as presented the results of the Student Government Association Election held September 11-12, 2024.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Spring 2025 Enrollment Incentives.

Trustee Storm, Chairman of the Finance Committee, said the Committee met on October 10, 2024 for an in-depth review of a recommendation for the Board to approve spending up to \$60,000 for three separate enrollment incentives for the Spring 2025 semester. Trustees reviewed details of this recommendation via a memo provided by Ms. Kelly Allee, Director of Marketing and Public Relations, Ms. Heather Nohren, Chair of Counseling and Student Conduct, and Ms. Pam Hartke, Associate Dean of Recruitment & Enrollment Management, on behalf of the Enrollment Initiatives Team. Trustees learned the proposed incentives focus on student retention and include:

- Utilize funding to recognize academic divisions who reach agreed-upon retention goals with a pizza party. The Enrollment Initiatives Team will work with faculty to focus on best practices for retention efforts during the upcoming months, with retention being a key pillar of a strong enrollment management plan, the Guided Pathways framework, and the College's strategic plan.
- Provide a gift box with unique Laker Gear and giveaways to all current students who register by midnight December 5. The Enrollment Initiatives Team noted the gift box will contain cozy winter items such as socks and hats and will serve a dual purpose of providing a sense of belonging while helping our low-income students with necessities for the winter season.
- Pay for hosting coffee and registration booths in each of the buildings during the first week of registration.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 14 of 24

Trustee Storm said the Committee's consensus was to recommend to the Board approval of the enrollment incentives as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented spending up to \$60,000 for three enrollment incentives for the Spring 2025 semester.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Bid for Carpet for Phase 1 Work for Level 1 of the Effingham Technology Center.

Mr. Woodruff presented a recommendation for the Board to approve the bid received from Carpet Weavers Inc. of Champaign, Illinois, for the total amount of \$97,862 for the Effingham Technology Center (ETC) level one carpet replacement project. Trustees reviewed the bid tabulation sheet detailing Carpet Weavers as submitting the lowest of three bids received.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid received from Carpet Weavers Inc. of Champaign, Illinois, for the total amount of \$97,862 for the Effingham Technology Center (ETC) level one carpet replacement project.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Architectural Fees Proposal from Bailey Edward for the Webb Hall Tutoring and Testing Renovation Project.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the quote from Bailey Edward in the total amount of \$104,200 for professional services related to the remodel of the Tutoring and Testing space in Webb Hall. Trustees reviewed the professional services proposal. Mr. Woodruff reported that the redesign and remodel of the Tutoring and Testing space in Webb Hall has been identified by Student Services and Cabinet Leadership for remodel in accordance with the Facilities Master Plan. He said that in order to begin planning

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 15 of 24

for the remodeling schedule, we need to begin the design work in order to initiate the bid process and schedule materials/contractors.

Trustee Cadwell moved and Trustee Wright seconded to approve as presented the quote from Bailey Edward in the total amount of \$104,200 for Professional Services related to the remodel of the Tutoring and Testing space in Webb Hall.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of New Athletic Team – the Lake Land College Men’s and Women’s Cross Country and Half Marathon Team and Approval of Related Talented Student Scholarships.

Trustees heard a recommendation from Dr. Bullock on behalf of Mr. Bill Jackson, Athletic Director, requesting Board approval for a new Lake Land College Men’s and Women’s Cross Country and Half Marathon Team. Dr. Bullock reported that this team will be open to students of all majors and that the team will consist of ten participating members per gender. Dr. Bullock said we are also requesting the option to offer up to 10 tuition and fees scholarship per academic year per gender. He noted that funding for this new team has been included in the FY 2025 budget.

Trustee Lilly moved and Trustee Curtis seconded to approve establishing a new Lake Land College Men’s and Women’s Cross Country and Half Marathon Team to begin competition during the 2025-2026 academic year, and approve 10 tuition and fees scholarships per gender for the team per academic year.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Gift-in-kind Donation from the Lake Land College Foundation.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 16 of 24

Trustees heard a recommendation from Dr. Bullock on behalf of Ms. Donsbach for the Board to accept the gift-in-kind donation from the Lake Land College Foundation of two Starfire GPS Receivers for use in the College's John Deere Ag Tech Program valued at \$8,600.

Dr. Bullock reported the Foundation approved this gift-in-kind donation to the College, and he thanked David Bostic of John Deere in Olathe, Kansas, who made this original donation to the Foundation.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a gift-in-kind donation from the Lake Land College Foundation of two Starfire GPS Receivers valued at \$8,600 for use in the College's John Deere Ag Tech Program.

The Board expressed appreciation to the two College partners who made these original donations to the Foundation.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Waive First Reading and Approve Proposed Revisions to Board Policy 07.29 – *Student Complaints*.

Mr. Woodruff recommended the Board consider proposed revisions to Board Policy 07.29 – *Student Complaints*. Trustees reviewed details of the proposed revisions and learned the changes are necessitated by final 2024 amendments to regulations for Title IX. Mr. Woodruff said changes reflect referring students with concerns related to discrimination, harassment, or sex discrimination to Board Policies 11.04 and/or 11.04.01 and their related implementing procedures. Mr. Woodruff said since the amendments to the Title IX regulations are already in effect, the administration is requesting the Board waive first reading.

Trustee Walk moved and Trustee Curtis seconded to waive first reading and approve proposed revisions to Board Policy 07.29 – *Student Complaints*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 17 of 24

Approval of the Suspension of Operations at the Laker Louie Jr. Academy of Mattoon.

Trustees heard a recommendation Dr. Nwosu for the Board to suspend the operations of the Laker Louie Jr. Academy located at 1808 Broadway Ave., Mattoon, IL, effective October 31, 2024, due to the loss of state and grant funding for the program and facility.

Dr. Nwosu reported that the College initially received state/grant funding from ICCB for the educational lab through the Early Childhood Educational initiative. He said this state/grant funding ended after Spring 2024. Dr. Nwosu highlighted the efforts the College has undertaken to try to keep this lab operational and given the importance for our student's practicum hours. He noted that the College has been unsuccessful in securing other funding sources and that the College is now experiencing a \$15,000 monthly shortfall. He said the administration's recommendation is to suspend, not sunset or close, the program in case we are able to secure additional funding in the future.

Trustee Storm inquired as to a potential ending date if no new funding sources are secured. Dr. Bullock said that as the College plans for the next fiscal year budget that the administration would request Board approval to end the program, instead of just suspending the program, if no new funding sources are secured by the start of that fiscal year.

Trustee Storm moved and Trustee Walk seconded to suspend the operations of the Laker Louie Jr. Academy located at 1808 Broadway Ave., Mattoon, IL, effective October 31, 2024, due to the loss of state and grant funding for the program and facility

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Honorable Discharge of State/Grant Funded Positions associated with the Laker Louie Jr. Academy of Mattoon.

Trustees heard a recommendation from Dr. Nwosu for the Board to honorably discharge three full-time, grant-funded employees including Sierra Besch, Child Care Lab Lead; Torie Garrett, Child Care Lab Assistant; and Laura Hawk, Early Childhood Education Coach/Mentor effective October 31, 2024, due to the suspension of the Laker Louie Jr. Academy located at 1808 Broadway Ave., Mattoon, IL, and loss of state and grant funding for the Laker Louie Jr. Academy. Dr. Nwosu stated that the administration has provided advance notice to all impacted employees and ensured our students and families served by the facility were informed.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 18 of 24

Trustee Walk moved and Trustee Lilly seconded to approve to honorably discharge the employment of: Sierra Besch, Child Care Lab Lead; Torie Garrett, Child Care Lab Assistant; and Laura Hawk, Early Childhood Education Coach/Mentor effective October 31, 2024, due to the suspension of the Laker Louie Jr. Academy located at 1808 Broadway Ave., Mattoon, IL, and loss of state and grant funding for the Laker Louie Jr. Academy.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Health, Dental and Vision Insurance Plans and Rates.

Trustees reviewed a recommendation from Mr. Woodruff for the Board to approve the renewal of the College's health, dental and vision insurance plans with Aetna for 2025. Mr. Woodruff reported the administration and the College's Health Insurance Committee have been actively working in recent months with the College's insurance consultant, Gallagher, to renew the employee health, dental and vision insurance. Mr. Woodruff reported that after extensive review, he and the College's Health Insurance Committee recommend that we proceed with the renewal with Aetna for plan year 2025.

Trustees learned that the Aetna proposal represents a 0% change in the annual administration fee compared to the prior year and overall would represent a 5.9% cost increase to the College for the medical insurance bundle and a dental renewal increase of 5.1%, and that the administration recommended passing along these costs to the employees. Trustees also reviewed details of the impact to employees for these proposed premium rates based on their various plan options (e.g., single, single+1, and family).

Trustee Storm, Finance Committee Chair, said the Finance Committee met on October 10, 2024 for an in-depth review of this agenda item and the Committee's recommendation was to recommend to the Board approval of the health, dental and vision insurance plan renewal and rates with Aetna as presented.

Trustee Storm moved and Trustee Walk seconded to approve as presented the renewal of the College's health, dental and vision insurance plans with Aetna for plan year 2025.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Lake Land College Board of Trustees
Minutes – October 14, 2024
Page 19 of 24

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Updated Named Spaces Planner.

Trustees reviewed a memorandum from Ms. Donsbach which highlighted proposed changes to the College's Named Spaces Planner, including proposed donation amounts associated with the new Athletic Practice Facility. Trustees reviewed details of the Planner. Trustee Curtis, Chairman of the Buildings and Site Committee, said the Committee met on October 10, 2024, with Ms. Donsbach for an in-depth review of the Named Spaces Planner, and that the Committee's consensus was to recommend to the Board approval of the changes to the Planner as presented.

Trustee Curtis moved and Trustee Wright seconded to approve as presented updates to the current Named Spaces Planner which is maintained by the Lake Land College Foundation in consideration of naming rights related to specific donation amounts and under the provisions of Board Policy 11.10 – *Naming of Buildings and Grounds*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Closed Session

7:20 p.m. – Trustee Curtis moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to discuss the compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Return to Open Session - Roll Call

7:29 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Mr. Dave Storm, Secretary; Ms. Denise Walk and Mr. Thomas Wright, Vice-Chair.

Trustees Absent: Trustee Reynolds and Student Trustee Kelly.

Others Participating via Telephonic or Electronic Means: None.

Approval Recommendations Regarding the Granting, Extension or Denial of Tenure Status for Two Non-Tenured Faculty Members as Discussed in Closed Session.

Trustee Curtis moved and Trustee Storm seconded to approve granting tenure status to Ms. Lisa Shumard-Shelton, Director of Student Life, effective after completion of the Fall 2024 semester.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Trustee Walk moved and Trustee Curtis seconded to approve Resolution No. 1024-012 authoring dismissal of Ms. Samantha Webster, Cosmetology Instructor, from employment at the conclusion of the Fall 2024 semester pursuant to 110 ILCS 805/3B-3.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of the Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended personnel changes.

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 21 of 24

Trustee Storm motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report. Chair Cadwell said this followed discussion on the topic held in closed session related only to the request by three employees as detailed on the HR Report.

The following employees are recommended for FMLA leave. Board policy 05.04.12.

Benson, Brooke	10/2/204-intermittent
Mather, Sharon	9/9/24-Intermittent
Pinner, Liz	9/4/24-9/16/24
Stevenson, Keith	1/23/24-11/26/24
Turner, Art	8/22/24-Intermittent
Winson, Diana	9/3/24-12/3/24

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

Benson, Brooke	9/3/24-10/1/24
Bretscher, Emily	10/7/24-12/5/24
Shoot, James	10/12/24-12/31/24

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Black, Gabriel	Director of Intramurals	8/19/24
	Primary Position Print Shop Technician Ast	
Black, Rhonda	Cbe Instructor - Business	8/16/24
	Primary Position Adj Faculty Business	
Carter, Adam	Community Learning Instructor	9/26/24
	Primary Position CBI Training Specialist	
Goodner, Courtney	Cbe Instructor - Business	8/16/24
	Primary Position Adj Faculty Business	
Hincapie Alzate, Samuel	Lab Student Assistant	9/19/24
	Primary Position Print Shop Technician Ast	
Kanyembo, Natasha	International Studies Student Assistant	9/25/24
	Primary Position Bookstore Rush Worker	
Kaufman, Rachel	Fitness Center Specialist	9/6/24
	Primary Position Asst Softball Coach	
Maphosa, Emmanuel	International Studies Student Assistant	9/25/24
	Primary Position Adm & Rec Data Entry Ast	
Metzger, Teresa	Community Learning Instructor	9/5/24
	Primary Position Adult Education Instructor	
Mufalo, Ifunga	International Student Ambassador	9/25/24

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 22 of 24

Nanjela, Lungowe	Primary Position Bookstore Rush Worker Newspaper Editor - Student Newspaper	9/13/24
White, Lee	Primary Position Bookstore Rush Worker Adjunct Faculty Business Division	1/13/25
Wilhoit, Sarah	Primary Position Tutor Cbe Instructor - Business	8/19/24
	Primary Position Adj Faculty Business	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
McDunnin, Hailie	Correctional Office Assistant	9/17/24
Messner, Brian	Associate Dean of Correctional Programs	9/23/24
Miller, Erin	Admin Asst to the Dean of Academic Opr	10/28/24
Rienbolt, Heidi	Employment Specialist	10/28/24
Part-time		
Allen, Samantha	Dual Credit Coordinator	10/4/24
Campbell, Haylee	Fitness Center Specialist	10/1/24
Hoene, Gage	Print Shop Technician Assistant	10/2/24
Jones, Monica	Community Learning Instructor	10/1/24
Latch, Jacob	Print Shop Technician Assistant	10/2/24
Maphosa, Emmanuel	Admissions and Records Data Entry Assistant	9/19/24
Matteson, Michelle	Community Learning Instructor	9/19/24
Mtonga, Natasha	Laker Mascot Talent	9/25/24
Musonda, Mulowa	Newspaper Editor - Student Newspaper	9/25/24
Olenge, Joseph	International Student Ambassador	10/1/24
Reichert, Jacob	Special Needs Note Taker	8/26/24
Woods, Devon	Fitness Center Specialist	9/25/24
Part-time Grant Funded		
Beck, Emma	Perkins Student Worker	9/17/24
Goss, Noah	Perkins Student Worker	9/25/24
Green, Bennett	Perkins Student Worker	9/12/24
Lynch, Annette	Perkins Student Worker	9/10/24
Webel, Anna	Perkins Student Worker	9/20/24
College Work Study		
Aukamp, Serenity	College Work-Study	9/18/24
Dick, Alexander	College Work-Study	9/27/24
Holshouser, Amber	College Work-Study	9/23/24
Jordan, Jocelyn	College Work-Study	10/2/24
Roach, Ethan	College Work-Study	9/10/24
Shull, Ellie	College Work-Study	9/9/24

Lake Land College Board of Trustees
 Minutes – October 14, 2024
 Page 23 of 24

Upton, Sara	College Work-Study	9/10/24
Wheeler, Asheley	College Work-Study	9/16/24

Unpaid Volunteer

Trier, Peyton	Athletic Department Bus Driver	9/19/24
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Conner, Anthony	Accounting Assist II Accounts Payable	10/14/24
Lynch, Valerie	Vice President for Student Services	10/1/24
Moll, Thomas	Student Wellness Center Manager	10/4/24
Wilkinson, Jordon	Apprenticeship Coordinator	10/4/24

Part-time

Arney, Megan	Adjunct Faculty Allied Health Division Substitute	7/21/24
Comer, Naomi	College Work Study - Social Science Education	12/11/23
Florea, Sidney	College Work-Study	2/3/24
Gentry, Jaden	Perkins Student Worker	12/20/23
Johnson, Beth	Newspaper Editor - Student Newspaper	5/11/24
Justice, McKenzie	Newspaper Editor - Student Newspaper	5/11/24
Kernaghan, Connor	College Work-Study	1/11/24
Ligomeka, Jeffrey	Laker Mascot Talent	5/9/24
Parr, Keedran	College Advancement Intern	5/2/24
Probst, Emily	Accounting Assistant	8/12/24
Spears, Ashley	College Work Study - Student Life	11/8/23
Stephens, Carolyn	Adjunct Faculty Social Science Division	7/29/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Dick, Joshua	Maintenance I	10/21/24
	Transferring from College Work-Study	
Kroeger, Devon	Associate Dean of Correctional Programs	10/1/24
	Transferring from Wioa Bus Services Specialist	
Saxon, Naomi	Asst Director of Financial Aid & Veteran Svcs	10/15/24
	Transferring from Financial Aid Loan Specialist	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm, Walk and Wright.

Lake Land College Board of Trustees
Minutes – October 14, 2024
Page **24** of **24**

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Walk seconded to adjourn the meeting at 7:33 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.
https://www.lakelandcollege.edu/col/board_minutes/

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: September 30, 2024

RE: Proposed Revisions to Board Policy 05.04.15 – *Absence Due to Inclement Weather*

Effective January 1, 2025 Public Act 103-0749 requires payroll compensation if a campus is closed due to a city, county, or State declaration of a winter weather emergency.

Per the new legislation, employees who provide educational support services to the campus should be paid their daily, regular rate of pay and benefits if the closure precludes them from performing their regularly scheduled duties and the employee would have reported for work. Pay related to the closure does not apply if the employee is given a rescheduled day and services are rendered. The employee will be compensated for the rescheduled hours not in addition to hours not worked because of the declared closure.

I am submitting the proposed revisions as a first reading and will plan to bring this back to the Board for approval at its December 2024 regular board meeting.

05.04.15

Absence Due to Inclement Weather

To ensure consistency in reporting absenteeism during inclement weather periods, the following provisions will be followed.

If the College is officially closed because of the weather, full-time employees shall designate the date on the timecard as an “Official Closing” and credit the day as eight (8) hours worked.

If the President authorizes a shortening of hours because of existing or anticipated inclement weather conditions, the employee shall designate the time in attendance on the timecard, followed by “College Closed” and credit the remaining hours of the employee’s shift. Employees who had taken the day off will have that day subtracted from their accrued benefit leave as would have occurred had the shortening of hours not happened.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

1. Vacation and/or personal leave may be used in not less than one hour increments.
2. Compensatory release time may be used.
3. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be recorded on the employee’s timesheet.

Overtime will not be paid for any work that is completed at home during the period the College is closed.

All Campus Police officers, because of the nature of their responsibilities, will report to duty at their regularly scheduled shift and will be paid at a rate of time-and-one-half.

City, County, or State declaration of Winter Weather Emergency

If the College campus is closed due to a city, county, or state declaration of a winter weather emergency, the College will pay its employees who provide educational support services to the campus if the closure prevents them from performing their regularly scheduled duties unless the day is rescheduled.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised May 10, 1999
Revised April 10, 2017
Revised February 12, 2018
Revised April 12, 2021

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: October 23, 2024

RE: Proposed Revisions to Board Policy 11.08.01 – *Employees' Records*

Effective January 1, 2025, Public Act 103-0727 amends the Illinois Personnel Record Review Act. The amendment refines the requirements for making a valid personnel record request. This amendment clarifies that any request by an employee to inspect, copy, or receive their personnel records must be in writing. In addition, there are amendments that expand the definition of what counts as a record that the employee is entitled to receive. Employers will now have 7 working days after the employee makes the request.

I am submitting the proposed revisions as a first reading and will plan to bring this back to the Board for approval at its December 2024 regular board meeting.

11.08.01

Employees' Records

The negotiated agreements with the Lake Land College Faculty Association, Lake Land College Paraprofessional Union, Lake Land College Custodial Association, and the American Federation of State, County, and Municipal Employees specifically state the conditions for the maintenance of employee personnel files. These documents are legally binding upon the College and the Board of Trustees for the period of their duration.

For all other employees of the institution not covered by these agreements, personnel records shall be maintained under the following conditions:

1. A copy of all personnel records relating to any employee will be maintained in an official personnel file which is located in the Human Resources Office.
2. All personnel records shall be in writing and kept in paper format or electronically. Written material relative to an employee's conduct or service shall be placed in the personnel file. An employee has the right to review such material. The employee shall acknowledge that they have read such material by affixing their signature to the actual copy to be filed, but it shall be understood that such signature merely signifies that they have read the material in question. Such signature indicates neither agreement nor disagreement with its content. If the employee refuses to sign the copy to be filed, then the administrator shall, with a third party as witness, state in the file the above refusal.
3. The employee shall have the right to answer in writing any material filed in their personnel file, and their answer shall be attached to the file copy.
- ~~4. Upon request by an employee, the employee shall be given access to the non-confidential documents in their file. Confidential documents are those materials used to evaluate a person's qualification prior to~~

Board Policy**11.08.01**

~~employment, to which the individual waived the right to access (placement credentials, letters of reference, etc.).~~ At their written request, each employee shall be furnished, without cost, a copy of any material in their file. No items may be removed from the employee's file, except for brief inspection or copying. Letters of reference for that employee or external peer review documents are an exception to these requests (820 ILCS 40/10). The College shall grant at least two requests per calendar year. The College will comply with the employee's request within 7 working days of receipt of the request.

5.4. No material will be duplicated or released to any external party without a subpoena, court order, or written authorization from the employee and the Vice President for Business Services.

6.5. It is the employee's responsibility to see that grade transcripts or certificates for job related training courses are given to the Human Resources Office for inclusion in the employee's file. The Human Resources Office will provide written acknowledgment to the employee of receipt and filing of such documents in the employee's file if requested.

Revised January 8, 2018

Board Policy

11.08.01

Page 2 of 2

Calendar of Events

Monday, November 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, December 4, 2024	11:30 a.m. – Holiday Lunch – Field House
Thursday, December 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 9, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, January 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011

Monday, April 14, 2025	4 p.m. – Special Board Meeting – Retreat to Prepare for HLC Visit 5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 8, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 12, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: September 30, 2024

RE: Proposed Board Policy 05.04.25 – *Paid Parental Leave*

I am writing to propose the introduction of a Paid Parental Leave Policy that aligns with our strategic plan and our commitment to fostering a supportive workplace culture and enhancing employee well-being.

The proposed Paid Parental Leave Policy would provide eligible employees with 4 continuous weeks of paid leave following the birth or adoption of a child. This initiative aims to support our employees during a critical time in their lives, enabling them to bond with their new child without the financial stress of unpaid leave.

Eligible employees of this policy would be full-time employees with at least 1 year of continuous full-time employment at the College. This does not apply to employees under a collective bargaining agreement, unless specifically incorporated by reference.

Benefits of the Policy:

1. Employee Well-Being: Research indicates that parental leave improves mental health and family bonding, ultimately leading to happier, more engaged employees.
2. Talent Attraction and Retention: A competitive parental leave policy positions us as an employer of choice, helping attract and retain top talent in a competitive job market.
3. Increased Productivity: Employees who take adequate leave return more focused and productive, benefiting the organization as a whole.
4. Diversity and Inclusion: This policy would reinforce our commitment to supporting all employees, regardless of their family structure, and promote a more inclusive workplace.

I believe that implementing a Paid Parental Leave Policy will not only enhance our workplace culture but also demonstrate our commitment to supporting employees during significant life events. I look forward to discussing this proposal further and exploring how we can make this initiative a reality.

Thank you for your consideration.

Paid Parental Leave

The College will grant up to four (4) calendar weeks of Paid Parental Leave to an eligible employee within twelve (12) weeks after the occurrence of a qualifying event (defined below).

Eligibility

Full-time employees, who have at least one (1) year (twelve (12) months) of continuous full-time service with the College at the time of a qualifying event, will be eligible for Paid Parental Leave. In addition, the qualifying event must have occurred on or after the effective date of this policy, and on or after the employee's eligibility date (*i.e.*, one (1) year anniversary of continuous, full-time employment). Should both parents be employees of the College and each meet the eligibility requirements under this policy, each is entitled to Paid Parental Leave under this policy.

Qualifying Events

Eligible employees may apply for Paid Parental Leave if one of the following occurs:

1. The employee gives birth to a child;
2. The employee's spouse or domestic partner gives birth to a child;
3. The employee completes adoption of a child under the age of 18;
- or
4. The employee becomes the parent of a newborn through surrogacy.

Paid Parental Leave may not be utilized prior to the occurrence of a qualifying event.

Exclusions

The following are not considered Qualifying Events under this policy:

1. Adoption of a spouse's or domestic partner's child(ren) who were born before the employee's marriage or domestic partnership began;
2. Voluntary termination of the employee's (or the employee's spouse's or domestic partner's) parental rights after the birth of a child (*e.g.*, surrendering a child for adoption); or

Board Policy**05.04.25**

3. Birth of a child when the employee, spouse, or domestic partner is acting in the role of a surrogate.

Usage of Paid Parental Leave

Eligible employees may receive a maximum of four (4) calendar weeks of Paid Parental Leave following a qualifying event. The Paid Parental Leave must be initiated and completed within 12 weeks of the qualifying event. Paid Parental Leave is limited to one (1) occurrence of a qualifying event during a twelve (12) month period (*i.e.*, eligible employees may only receive a maximum of four (4) calendar weeks of Paid Parental Leave within any twelve (12) month period). Paid Parental Leave must be taken continuously during the first twelve (12) weeks immediately following the qualifying event.

Paid Parental Leave may not be used, initiated, or extended beyond the twelve (12) week time period immediately following the qualifying event. Any unused Paid Parental Leave will be forfeited (*e.g.*, if an employee first utilizes Paid Parental Leave ten (10) weeks following occurrence of the qualifying event, the employee is entitled to receive a maximum of two (2) weeks of Paid Parental Leave).

Compensation

Paid Parental Leave is compensated at an employee's weekly base pay. An employee's eligibility to accrue other paid leave under the College's policies will continue during the Paid Parental Leave period. The employee will remain in a "paid status" during Paid Parental Leave.

If an employee does not complete six (6) months of full-time employment upon returning to work after receiving Paid Parental Leave, the employee shall be obligated to repay the College for the full amount of the Paid Parental Leave received. Employees electing to use Paid Parental Leave will be required to execute an agreement to this effect as a condition for receipt of Paid Parental Leave. Any extenuating circumstances will require Presidential approval.

Notice

Requests for Paid Parental Leave must be submitted at least 30 days before the leave is expected to begin. Employees should contact their supervisor and Human Resources at least 30 days in advance of the need for leave.

Board Policy 05.04.25

Supporting documentation will be required for Paid Parental Leave and must be submitted to Human Resources, which may include birth certification or adoption decree, order, or petition. Any extenuating circumstances will require Presidential approval.

Coordination of Other Policies or Leave Laws

Paid Parental Leave will run concurrently with other leave taken under FMLA, federal, state, and/or local law, or if applicable, under any other board policy or individual agreement for which the employee qualifies. Unless running concurrently with another form of leave that provides certain rights by law, Paid Parental Leave is not considered job-protected leave.

Other Considerations

1. Paid Parental Leave does not extend the amount of leave available for use under FMLA, federal, state, and/or local law.
2. During the Paid Parental Leave period, any College closed days, Fridays in the Summer, and Holidays that fall within the four week paid leave window, will be coded and paid as Paid Parental Leave.
3. Paid Parental Leave shall not accrue, carry over, or be donated to another employee.
4. Paid Parental Leave is not paid to an employee upon separation from the College.
5. Employees are not required to utilize Paid Parental Leave in order to receive FMLA leave.
6. This policy does not apply to employees covered by a Collective Bargaining Agreement (unless expressly incorporated by reference). Bargaining unit employees should refer to the applicable Collective Bargaining Agreement for further guidance as to available leave benefits and options.

Adopted TBD, 2024 - Effective January 1, 2025



MEMO

TO: Dr. Josh Bullock, President

FROM: Mr. John Woodruff, Vice President for Business Services

DATE: November 3, 2024

RE: September FY25 Financial Statement Summary

Please find below a summary of September actual results to the approved budget. We have now completed the first 3 months of the 2025 fiscal year. At this time there are no results/budgetary areas of concern and no indication, that I'm aware of, that would create cause for concern in the near future as we progress in FY25.

September - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures – We finished September unfavorable at \$4,478,980.
- Revenue – Revenue for September was unfavorable by \$3.309M. Local sources were unfavorable by \$3.235M. The Effingham tax payment didn't arrive until October but was budgeted for September. That amount was \$3.4M. We typically see revenue reduction with tuition refunds. This was \$65K unfavorable in September.
- Expenditures – Expenditures for September finished unfavorable by \$1.170M but we remained favorable YTD with a variance of \$1.68 million. Salaries, Wages and Benefits were \$946k unfavorable which accounted for 81% of the budget variance.

Fund – Noteworthy Events from the Quarter

- Fund 3 – Favorable results measured against budget. ETC phase 1 started in October so we haven't seen these charges yet. This will change as construction is in full motion. Investment income favorable at \$245K.

Recommended motion: Approve as presented the September FY25 Financial Statements.

	August		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	(\$3,309,331)	●	(\$2,780,706)	●
Local Services	(\$3,234,666)	●	(\$2,495,196)	●
ICCB Credit Hour Grant	(\$12,497)	●	(\$74,354)	●
ICCB Equalization Grant	(\$0)	●	(\$0)	●
Other State Sources	(\$16,183)	●	(\$56,128)	●
Tuition & Fees	(\$17,229)	●	(\$135,400)	●
Other Revenue	(\$31,256)	●	(\$22,127)	●
Total Expenditures	(\$1,169,649)	●	\$1,682,484	●
Salaries & Wages	(\$781,587)	●	\$68,023	●
Employee Benefits (overall)	(\$163,974)	●	(\$204,067)	●
Instructional	(\$652,275)	●	(\$69,568)	●
Academic Support	(\$5,925)	●	\$29,708	●
Student Services	(\$69,926)	●	\$21,229	●
Public Service/Continuing Education	\$5,527	●	\$121,700	●
Operations & Maintenance	(\$213,845)	●	\$43,131	●
Institutional Support	(\$198,521)	●	\$1,853,641	●

●	Favorable
●	Unfavorable - No Concerns at this time.
●	Unfavorable - Concerned

Other Funds	<u>Q1 - FY25</u>		<u>Q1 - FY25</u>		<u>Q1 - FY25</u>	
	<u>Revenues</u>		<u>Expenditures</u>		<u>Net Excess</u>	
Fund 03 - Op. & Maint. Restricted Fund	\$295,413	●	\$3,275,170	●	\$3,570,583	●
Fund 04 - Bond & Interest Fund	\$202,396	●	\$500	●	\$202,896	●
Fund 05 - Auxiliary & Enterprise Fund	\$304,697	●	\$286,047	●	\$590,743	●
Fund 06 - Restricted Fund	(\$6,269,567)	●	\$5,392,067	●	(\$877,500)	●
Fund 11 - Audit Fund	\$4,324	●	\$11,770	●	\$16,094	●
Fund 12 - Tort Fund	\$38,888	●	(\$54,312)	●	(\$15,424)	●

Please contact me with any questions, need for further clarification, or have others items you would like to discuss.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY24 Final Audited Numbers	FY25 Annual Budget
Revenues:										
1,226,076	4,460,743	(3,234,666)	Local Sources	6,107,800	8,602,996	(2,495,196)	-29.00%	5,604,011	11,748,084	12,255,978
250,988	263,485	(12,497)	ICCB Credit Hour Grant	1,028,561	1,102,916	(74,354)	-6.74%	1,006,060	4,911,960	4,440,957
574,383	574,383	(0)	ICCB Equalization Grant	1,723,150	1,723,150	(0)	0.00%	1,719,155	7,054,330	6,892,600
34,438	50,620	(16,183)	Other State Sources	376,135	432,263	(56,128)	-12.98%	96,260	1,020,389	1,272,246
(145,757)	(81,049)	(64,708)	Tuition	4,680,576	4,309,492	371,083	8.61%	4,589,281	7,871,510	8,186,725
6,793	(40,686)	47,480	Fees	1,656,879	2,163,362	(506,483)	-23.41%	1,661,188	4,001,134	1,685,452
97,126	128,381	(31,256)	Other Revenue	414,242	436,369	(22,127)	-5.07%	582,087	2,139,472	3,915,729
2,500	-	2,500	Gift in Kind	2,500	-	2,500	0.00%	-	227,623	-
2,046,547	5,355,878	(3,309,331)	Total Revenues	15,989,843	18,770,548	(2,780,706)	-14.81%	15,258,042	38,974,502	38,649,687
Expenditures:										
Instructional										
1,398,522	919,114	(479,408)	Salary and Wages	2,915,815	2,569,388	(346,427)	-13.48%	2,398,891	11,590,569	10,660,542
263,334	190,031	(73,304)	Employee Benefits	653,679	570,092	(83,587)	-14.66%	531,621	2,186,614	2,433,060
20,701	12,300	(8,401)	Contractual Services	30,954	41,437	(10,483)	25.30%	18,506	448,616	669,937
152,120	60,611	(91,509)	General Materials and Supplies	206,596	490,268	283,672	57.86%	107,968	758,016	875,650
4,066	6,740	(2,674)	Travel and Meeting Expenses	13,606	64,885	51,279	79.03%	9,779	84,029	177,139
-	1,000	1,000	Fixed Charges	-	7,000	7,000	0.00%	-	55,410	99,375
826	-	(826)	Capital Outlay	1,388	11,900	10,512	88.34%	-	139,191	31,735
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
2,500	-	(2,500)	Gift in Kind	2,500	-	(2,500)	0.00%	-	-	-
1,842,071	1,189,796	(652,275)	Total Instructional	3,824,538	3,754,970	(69,568)	-1.85%	3,066,766	15,262,445	14,947,438
Academic Support										
89,291	47,846	(41,445)	Salary and Wages	187,030	163,902	(23,128)	-14.11%	107,164	667,665	526,799
23,891	15,927	(7,964)	Employee Benefits	56,434	41,049	(15,385)	-37.48%	33,524	155,882	4,776
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-
11,119	49,300	38,181	General Materials and Supplies	77,169	145,200	68,031	46.85%	66,964	211,727	458,500
197	5,500	5,303	Travel and Meeting Expenses	10,610	10,800	190	1.76%	12,193	35,588	13,500
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
124,499	118,574	(5,925)	Total Academic Support	331,243	360,951	29,708	8.23%	219,845	1,070,862	1,003,575
Student Services										
265,392	200,345	(65,047)	Salary and Wages	579,239	529,120	(50,119)	-9.47%	365,855	2,144,939	2,702,692
75,969	57,781	(18,187)	Employee Benefits	195,903	175,844	(20,059)	-11.41%	122,033	546,565	514,830
-	-	-	Contractual Services	10,465	11,365	900	7.92%	10,906	10,906	13,477
10,602	12,812	2,210	General Materials and Supplies	28,216	94,650	66,434	70.19%	21,550	107,167	176,604
6,001	17,100	11,099	Travel and Meeting Expenses	20,628	44,700	24,072	53.85%	3,875	99,089	104,435
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	15,000
-	-	-	Other Expenditures	-	-	-	100.00%	-	14,850	-
357,964	288,038	(69,926)	Total Student Services	834,450	855,679	21,229	2.48%	524,219	2,923,515	3,527,038
Public Service/Cont Ed										
60,017	54,372	(5,645)	Salary and Wages	126,153	163,116	36,963	22.66%	105,697	472,854	706,838
10,392	6,500	(3,892)	Employee Benefits	24,316	19,499	(4,817)	-24.70%	24,129	56,217	79,937
757	7,500	6,743	Contractual Services	5,589	18,500	12,911	69.79%	4,957	64,382	68,000
7,898	25,815	17,917	General Materials and Supplies	24,280	76,089	51,809	68.09%	13,653	108,832	223,239
2,737	3,017	280	Travel and Meeting Expenses	4,561	12,051	7,490	62.15%	4,200	20,631	47,404
18,703	8,828	(9,876)	Fixed Charges	35,699	38,043	2,344	6.16%	25,535	104,500	119,290
-	-	-	Capital Outlay	1	15,000	14,999	99.99%	-	17,571	15,000
-	-	-	Other	-	-	-	0.00%	189	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
100,504	106,031	5,527	Total Public Service/ Cont Ed	220,598	342,298	121,700	35.55%	178,359	844,987	1,259,708
Operations & Maintenance										
134,863	127,253	(7,610)	Salary and Wages	308,250	382,414	74,164	19.39%	254,379	1,180,744	1,654,418
41,522	38,364	(3,158)	Employee Benefits	103,630	115,091	11,461	9.96%	96,441	384,727	471,834
27,639	9,888	(17,751)	Contractual Services	150,644	117,089	(33,555)	-28.66%	297,989	502,268	388,827
17,066	2,500	(14,566)	General Materials and Supplies	69,472	72,750	3,278	4.51%	80,482	314,848	252,000
-	-	-	Travel and Meeting Expenses	-	5,895	5,895	100.00%	-	501	7,290
3,350	750	(2,600)	Fixed Charges	9,734	4,750	(4,984)	-104.93%	8,142	122,282	104,000
132,549	134,194	1,645	Utilities	401,559	456,055	54,496	11.95%	353,207	1,413,447	1,764,078
174,917	-	(174,917)	Capital Outlay	174,917	91,958	(82,960)	100.00%	-	10,800	-
-	5,112	5,112	Contingency Funds	-	15,336	15,336	100.00%	-	820	245,259
-	-	-	GIK	-	-	-	0.00%	-	-	-
531,906	318,061	(213,845)	Total Operation and Maint	1,218,205	1,261,337	43,131	3.42%	1,090,640	3,930,438	4,887,706
Institutional Support										
494,250	311,819	(182,431)	Salary and Wages	560,353	936,922	376,569	40.19%	439,569	4,127,416	4,039,579
145,625	88,157	(57,468)	Employee Benefits	359,355	267,675	(91,680)	-34.25%	282,319	1,104,149	1,113,707
105,387	43,551	(61,836)	Contractual Services	481,446	1,016,859	535,412	52.65%	777,314	1,602,266	1,612,503
68,087	206,361	138,274	General Materials and Supplies	370,567	927,828	557,261	60.06%	342,799	999,183	1,935,520
11,844	11,805	(39)	Travel and Meeting Expenses	40,054	110,710	70,656	63.82%	24,775	146,392	272,059
524	1,825	1,301	Fixed Charges	9,500	177,479	167,979	94.65%	9,384	15,940	194,004
1,693	-	(1,693)	Capital Outlay	87,422	37,250	(50,172)	100.00%	14,181	728,741	263,450
42,466	8,375	(34,091)	Contingency Funds	293,431	281,698	(11,734)	-4.17%	110,140	1,661,929	591,061
-	1,125	1,125	Other	-	101,125	101,125	100.00%	3,336	564,066	49,175
1,662	-	(1,662)	Strategic Initiatives	1,776	200,000	198,224	100.00%	9,079	367,958	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
871,538	673,017	(198,521)	Total Institutional Support	2,203,903	4,057,544	1,853,641	45.68%	2,012,895	11,318,039	10,071,058
34,684	-	(34,684)	Scholarships, grants, waivers	317,357	-	(317,357)	100.00%	279,482	553,838	1,287,566
3,863,166	2,693,517	(1,169,649)	Total Expenditures	8,950,295	10,632,779	1,682,484	15.82%	7,372,206	35,904,124	36,984,089
(1,816,619)	2,662,361	(4,478,980)	Revenue Less Expenditures	7,039,547	8,137,769	(1,098,222)	-13.50%	7,885,836	3,070,378	1,665,598
-	-	-	Transfers Out:	-	-	-	0.00%	-	2,047,014	1,665,598
(1,816,619)	2,662,361	(4,478,980)	Excess of Revenues over Expenditures & Transfers	7,039,547	8,137,769	(1,098,222)	-13.50%	7,885,836	1,023,364	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
2,442,335.12	1,660,748.57	(781,586.55)	Salary and Wages	4,676,839.10	4,744,861.97	68,022.87
560,733.31	396,759.34	(163,973.97)	Employee Benefits	1,393,316.27	1,189,249.48	(204,066.79)
154,483.96	73,239.09	(81,244.87)	Contractual Services	679,097.81	1,205,249.62	526,151.81
266,892.20	357,398.76	90,506.56	General Materials and Supplies	776,300.23	1,806,784.90	1,030,484.67
24,844.93	44,162.00	19,317.07	Travel and Meeting Expenses	89,458.56	249,041.00	159,582.44
22,577.72	12,402.50	(10,175.22)	Fixed Charges	54,932.24	227,271.41	172,339.17
132,549.26	134,194.27	1,645.01	Utilities	401,558.95	456,054.58	54,495.63
177,436.28	-	(177,436.28)	Capital Outlay	263,728.41	156,107.50	(107,620.91)
42,466.25	13,487.00	(28,979.25)	Contingency Funds	293,431.02	297,033.50	3,602.48
38,846.51	1,125.00	(37,721.51)	Other Expenditures	321,632.56	301,125.00	(20,507.56)
3,863,165.54	2,693,516.53	(1,169,649.01)	Total	8,950,295.15	10,632,778.96	1,682,483.81

Lake Land College

FY2025 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY25 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$2,915,815	\$2,569,388	(\$346,427)	\$10,660,542	\$10,696,673	\$10,660,542	(\$36,131)
Salary and Wages - Acad. Support	\$187,030	\$163,902	(\$23,128)	\$526,799	\$707,725	\$526,799	(\$180,926)
Salary and Wages - Stud. Svcs	\$579,239	\$529,120	(\$50,119)	\$2,702,692	\$2,220,533	\$2,702,692	\$482,159
Salary and Wages - Public Svc.	\$126,153	\$163,116	\$36,963	\$706,838	\$628,314	\$706,838	\$78,524
Salary and Wages - Maintenance	\$308,250	\$382,414	\$74,164	\$1,654,418	\$1,212,400	\$1,654,418	\$442,018
Salary and Wages - Inst. Support	\$560,353	\$936,922	\$376,569	\$4,039,579	\$3,980,226	\$4,039,579	\$59,353
Total Salary and Wages	\$4,676,839	\$4,744,862	\$68,023	\$20,290,868	\$19,445,871	\$20,290,868	\$844,997

Employee Benefits	Year to Date			FY2024 Budgeted	FY25 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$653,679	\$570,092	(\$83,587)	\$2,433,060	\$1,692,455	\$2,433,060	\$740,605
Employee Benefits - Acad. Support	\$56,434	\$41,049	(\$15,385)	\$4,776	\$138,889	\$4,776	(\$134,113)
Employee Benefits - Stud. Svcs	\$195,903	\$175,844	(\$20,059)	\$514,830	\$484,081	\$514,830	\$30,749
Employee Benefits - Public Svc.	\$24,316	\$19,499	(\$4,817)	\$79,937	\$92,956	\$79,937	(\$13,019)
Employee Benefits - Maintenance	\$103,630	\$115,091	\$11,461	\$471,834	\$380,796	\$471,834	\$91,038
Employee Benefits - Inst. Support	\$359,355	\$267,675	(\$91,680)	\$1,113,707	\$1,248,072	\$1,113,707	(\$134,365)
Total Employee Benefits	\$1,393,316	\$1,189,249	(\$204,067)	\$4,618,144	\$4,037,249	\$4,618,144	\$580,895

Sep-24	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,084,416	1,034,041	50,375	979,949	1,995,000
Bond Proceeds			-		
Loan Proceeds			-		
Investment Income	245,039		245,039	59,134	
Total Revenues	1,329,454	1,034,041	295,413	1,039,083	1,995,000
Expenditures:					
Student Center Renovations : Buildi			-		
Construction Proj : Site Improvemen	912,330	4,187,500	3,275,170	2,176,520	16,750,000
PHS Projects : Site Improvements			-		
New Site: Site Improvements			-		
Other			-		
Total Expenditures	912,330	4,187,500	3,275,170	2,176,520	16,750,000
Excess of Revenues over					
Expenditures & Transfers	417,124	(3,153,459)	3,570,583	(1,137,437)	(14,755,000)

Sep-24	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	3,622,657	3,419,593	203,064	3,563,710	6,597,500
General : Investment Income			-		
General : Transfer from Other Funds	(669)		(669)		166,250
Total Revenues	3,621,989	3,419,593	202,396	3,563,710	6,763,750
Expenditures:					
Work Cash Bonds : Debt Principal Pa			-		
Work Cash Bonds : Interest on Debt			-		
Work Cash Bonds : Other Fixed Charg			-		
Funding Bonds : Debt Principal Paym			-		6,185,000
Funding Bonds : Interest on Debt			-		575,750
Funding Bonds : Other Fixed Charges			-		3,000
Funding Bonds : Bond Is			-		
Administration : Intere	1,000	1,500	500	500	
Total Expenditures	1,000	1,500	500	500	6,763,750
Excess of Revenues over					
Expenditures & Transfers	3,620,989	3,418,093	202,896	3,563,210	-

Sep-24

Auxillary Enterprise Fund--Fund 05

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-	-	7,150
Ag Judging Transfer	-	-	-	-	31,260
Auto Shop	-	7,750	(7,750)	-	15,500
Athletics	-	-	-	-	1,112,748
Fitness Center	19,237	25,000	(5,763)	19,330	55,000
Bookstore	298,190	197,771	100,419	267,442	771,084
Print Shop	347,752	281,000	66,752	333,957	969,000
Food Service	1,887	4,200	(2,313)	866	16,800
College Farm	35	-	35	29,235	140,000
Comm Choir	-	-	-	-	5,100
Student Life	153,317	-	153,317	95,881	315,185
WLKL Radio Activity fees	-	-	-	-	1,210
Transfer for Tuition Waivers	-	-	-	-	630,000
Total Revenues	820,418	515,721	304,697	746,711	4,070,037
Expenditures:					
Ag Judging	9,229	8,399	(830)	7,471	37,760
Auto Shop	-	7,750	7,750	-	15,500
Athletics	267,177	514,988	247,811	251,961	1,098,248
Fitness Center	16,810	49,500	32,690	13,546	69,500
Bookstore	283,498	501,743	218,245	239,355	1,088,870
Print Shop	264,641	287,695	23,054	340,114	928,436
Food Service	2,574	2,263	(312)	1,882	9,659
College Farm	16,292	46,336	30,044	8,893	94,249
Comm Choir	-	2,550	2,550	-	5,100
Student Life	103,211	131,736	28,525	63,519	374,837
WLKL Radio	-	550	550	-	1,100
Tuition Waivers	304,030	-	(304,030)	264,539	630,000
Total Expenditures	1,267,463	1,553,510	286,047	1,191,279	4,353,259
Excess of Revenues over Expenditures & Transfers	(447,046)	(1,037,789)	590,743	(444,568)	(283,222)

Sep-24

Restricted Purposes Fund--Fund 06

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	-	206,380	(206,380)	148,950	615,459
Pathways	-	-	-	-	-
Perkins	107,896	152,654	(44,758)	132,089	516,076
WIOA	622,584	885,766	(263,182)	244,764	3,436,864
College Work Study	-	32,500	(32,500)	-	65,000
GAST	-	20,000	(20,000)	-	20,000
IL Cooperative Work Study	-	-	-	18,005	-
IPRF Grant	51,277	22,000	29,277	40,402	88,000
Veterans Services	-	260,000	(260,000)	28,308	520,000
ISAC MAP	-	760,000	(760,000)	-	1,520,000
Department Of Education	2,635,627	5,400,000	(2,764,373)	2,422,909	10,898,031
Direct loans	271,891	1,034,000	(762,109)	377,882	2,068,000
Corrections	2,053,716	3,409,033	(1,355,317)	1,776,283	13,704,206
CARES Funds-Students	-	-	-	-	-
CARES Funds-Institutional	-	-	-	-	-
Privately Funded Grant	587,210	348,947	238,264	531,438	812,752
TRIO SSS	52,894	79,409	(26,515)	60,102	325,137
TRIO DC	52,557	94,531	(41,974)	67,996	378,123
Total Revenues	6,435,654	12,705,221	(6,269,567)	5,849,129	34,967,649
Expenditures:					
Adult Ed	142,254	206,380	64,126	122,001	615,459
Pathways	-	-	-	121,144	-
Perkins	115,067	152,654	37,587	132,089	516,076
WIOA	733,183	885,766	152,583	882,907	3,436,864
College Work Study	5,273	32,500	27,227	2,032	65,000
GAST	-	20,000	20,000	-	20,000
IL Cooperative Work Study	-	-	-	18,005	-
IPRF Grant	-	22,000	22,000	4,063	88,000
Veterans Services	63,254	260,000	196,746	55,170	520,000
ISAC MAP	761,850	760,000	(1,850)	785,572	1,520,000
Department of Education	2,705,198	5,400,000	2,694,802	2,428,456	10,898,031
Direct loans	317,118	1,034,000	716,882	396,265	2,068,000
Corrections	2,153,504	3,409,033	1,255,529	1,882,157	13,704,206
CARES Funds-Students	-	-	-	-	-
CARES Funds-Institutional	-	-	-	-	-
Privately Funded Grant	156,499	348,947	192,447	200,214	812,752
TRIO SSS	77,573	79,409	1,837	76,020	325,137
TRIO DC	82,381	94,531	12,150	84,956	378,123
Total Expenditures	7,313,154	12,705,221	5,392,067	7,191,051	34,967,649
Excess of Revenues over Expenditures & Transfers	(877,500)	-	(877,500)	(1,341,922)	-

Sep-24	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	80,517	76,193	4,324	97,993	147,000
Total Revenues	80,517	76,193	4,324	97,993	147,000
Expenditures:					
Admin Staff Ful	7,056.10	7,056.10	0	5,741	28,224.40
Support Staff F	4,485.72	7,972.07	3,486	3,649	31,888.27
Medical Benefit	2,333.02	3,516.50	1,183	1,984	14,065.98
Life Insurance	7.89	7.76	(0)	7	31.05
Audit Services	28,400.00	35,000.00	6,600	61,000	70,000.00
Printing	-	500.00	500	-	500.00
Total Expenditures	42,283	54,052	11,770	72,382	144,710
Excess of Revenues over Expenditures & Transfers	38,234	22,140	16,094	25,612	2,290

Sep-24	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	785,263	746,376	38,888	597,022	1,440,000
Misc Income			-		
Total Revenues	785,263	746,376	38,888	597,022	1,440,000
Expenditures:					
Student Services	34,368	18,165	16,203	12,766	93,972
Operations and Maintenance	54,110	53,489	621	46,845	237,989
Police Dept	163,639	151,229	12,410	159,699	568,175
Institutional Support	100,412	81,845	18,567	79,513	370,903
Fixed Charges-ins	190,440	183,929	6,511	179,904	820,179
Total Expenditures	542,968	488,657	(54,312)	478,727	2,091,218
Excess of Revenues over Expenditures & Transfers	242,295	257,719	(15,424)	118,295	(651,218)

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: October 23, 2024

RE: FY 2025 Part-Time Rates and Stipends

Please find attached the proposed FY 2025 Part-Time Rates and Stipends for your consideration. Due to the minimum wage increase to \$15 per hour that will go into effect January 1, 2025, our proposed part-time rates will be in effect January 1, 2025 through June 30, 2025, and thus covering the second half of the fiscal year.

Recommended motion: approve as presented the proposed stipends for FY 2025 and part-time rates for the period January 1, 2025 through June 30, 2025.

Lake Land College FY25 Part-time Positions

Student Positions			
Position ID	Position Title	Department	FY25
APR1700-PT-STD	Lab Student Assistant	Math & Science	\$ 15.00
SPG4411-WS-WSP	College – Work Study	Various	\$ 15.00
SPR4200-PT-COU	Counseling Clerical Worker	Counseling	\$ 15.00
APR1412-PT-DHS	Dental Hygiene Clinic Student Assistant	Dental	\$ 15.00
SPR4120-PT-ISA	International Studies Ambassador	International Studies	\$ 15.00
SPR4120-PT-ISP	International Studies Program Assistant	International Studies	\$ 15.00
Various	Interns	Various	\$ 15.00
SPR4009-PT-LMT	Laker Mallard Mascot	MPR	\$ 15.00
SPR4840-PT-NPE	Newspaper Editor	Student Life	\$ 15.00
WPG3500-PT-PSW	Perkins Student Workers	Various	\$ 15.00
SPR4210-PT-NOT	Special Needs Note Taker	Counseling	\$ 15.00
SPR4200-PT-SAS	Student Assistant Specialist/Career Services/Counseling	Career Services/Counseling	\$ 15.00
SPR4102-PT-SSI	Student Services Intern	Student Life	\$ 15.00
SPG4230-PT-TSS	TRIO Destination College Student Specialist	TRIO Destination College	\$ 15.00

Temporary Positions			
Position ID	Position Title	Department	FY25
SPR4100-PT-ASA	Admissions & Records Commencement Asst	Admissions	\$ 15.00
SPR4700-PT-ATR	Athletic Trainer Substitute	Athletics	\$ 25.00
BPR8700-PT-RWK	Bookstore Rush Worker	Bookstore	\$ 15.00
APR1300-PT-CPR	Curriculum Consultant	Academic Services	\$ 20.00
APR1000-PT-SAP	Special Assistant to the VPAS	Academic Services	\$ 32.00
SPR4000-PT-SAP	Special Assistant to the President	President's Office	\$ 35.00

Grant Positions			
Position ID	Position Title	Department	FY25
APG3600-PT-AEI	Adult Education Specialist	Adult Education	\$ 15.00
APG3500-PT-DEC	Dental Hygiene Enhancement Coach	Dental	\$ 26.00
APG1710-PT-MLT	Math Lab Tutor Mentors - Range Grant	Math & Science	\$ 15.00
APG1418-PT-SSP	Path Grant Support Service Provider	Allied Health	\$ 19.50
APG1418-PT-RES	Remediation Specialist	Allied Health	\$ 26.00
Classified Positions - (Non Students)			
Position ID	Position Title	Department	FY25
BPR8100-PT-CLK	Accounting Assistant	Accounting	\$ 15.50
SPR4100-PT-CLK	Admissions & Records Data Entry As	Admissions	\$ 15.50
APR3001-PT-AAM	Administrative Assistant Marshall Ext Ctr	Workforce	\$ 15.50
APR3001-PT-AAP	Administrative Assistant Pana Ext Center	Workforce	\$ 15.50
SPG3500-PT-CSS	Career Services Specialist	Career Services	\$ 15.50
APR1210-PT-REC	Cosmetology Receptionist	Cosmetology	\$ 15.50
SPR4400-PT-FAR	Financial Aid Representative	Financial Aid	\$ 15.50
SPR4795-PT-FCS	Fitness Center Specialist	Fitness Center	\$ 15.50
BPR8300-PT-CLK	Human Resources Assistant	Human Resources	\$ 15.50
APR1510-PT-LAS	IDOT QMTP Lab Assistant	Technology	\$ 15.50
APR2200-PT-CLK	Library Assistant	Library	\$ 15.50
APR2200-PT-LAS	Library Assistant – Technical Services	Library	\$ 15.50
BPR7200-PT-MRA	Mailroom Assistant	Mailroom	\$ 15.50
APR1500-PT-SEC	Office Assistant - Vo Tech	Technology	\$ 15.50
APR1409-PT-PTA	Office Assistant to Allied Health Programs	Allied Health	\$ 15.50
BPR7120-PT-CUS	Part-Time Custodian	Physical Plant	\$ 15.50
BPR7130-PT-GRN	Part-Time Groundskeeper	Physical Plant	\$ 15.50
BPR7110-PT-PPA	Physical Plant Assistant	Physical Plant	\$ 15.50
BPR8720-PT-PSA	Print Shop Technician Assistant	Print Shop	\$ 15.50
SPR4101-PT-RCL	Recruitment & Enrollment Mgmt Asst	Recruitment & Enrollment	\$ 15.50

SPR4140-PT-TPR	Test Proctor (campus)	Student Success Center	\$ 15.50
APR2102-PT-KTP	Test Proctor (Kluthe)	Student Success Center	\$ 15.50
SPG4220-PT-SEQ	TRIO SSS Enrollment Assistant	TRIO SSS	\$ 15.50
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.50
SPG3500-PT-TSC	Tutor-Carl Perkins	Student Success Center	\$ 15.50
SPR4210-PT-TDS	Tutor-Disability Services	Student Success Center	\$ 15.50
SPR4140-PT-TSL	Tutor - Student Learning Asst Center	Student Success Center	\$ 15.50
SPR4140-PT-TSS	Tutoring Services Specialist	Student Success Center	\$ 15.50
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.50

Athletic Department Positions			
Position ID	Position Title	Department	FY25
APR1130-PT-ALJ	Assistant Livestock Judging Coach	Athletics	\$ 15.00
SPR4730-PT-ABS	Baseball - Ast Coach	Athletics	\$ 15.00
SPR4700-PT-SCR	Basketball Scorekeeper/Timer	Athletics	\$ 15.00
SPR4850-PT-DIR	Director of Intramurals	Athletics	\$ 15.00
SPR4780-PT-CDT	Head Cheer Coach	Athletics	\$ 15.00
SPR4785-PT-CTS	Head Clay Target Shooting Coach	Athletics	\$ 15.00
SPR4786-PT-CRS	Head Men's and Women's Cross Country	Athletics	\$ 15.00
SPR4850-PT-IOF	Intramural Official	Athletics	\$ 15.00
N/A	Officials/Umpires - paid by AP	Athletics	NJCAA
SPR4710-PT-MBA	Men's Basketball - Ast Coach	Athletics	\$ 15.00
SPR4740-PT-ASC	Softball - Ast Coach	Athletics	\$ 15.00
SPR4770-PT-VBA	Volleyball - Ast Coach	Athletics	\$ 15.00
SPR4720-PT-WBC	Women's Basketball - Ast Coach	Athletics	\$ 15.00

Technical Positions			
Position ID	Position Title	Department	FY25
BPR8200-PT-IAV	Court Reporting Consultant	Business	\$ 15.00
BPR8200-PT-IAV	Digital Media Specialist	ISS	\$ 15.00
APR1606-PT-BEN	Broadcast Engineer	Humanities	\$ 15.00

BPR7110-PT-ETE	Engineering Technician	Physical Plant	\$ 15.00
BPR8720-PT-GDP	Graphic Designer – Pre-Flighter	Print Shop	\$ 15.00
BPR8200-PT-IEA	Institutional Equipment Assistant	ISS	\$ 15.00
BPR8200-PT-MSS	Technical Support Assistant	ISS	\$ 15.00
BPR8200-PT-TSA	Technical Support - Assistant - Info Security	ISS	\$ 15.00
BPR8200-PT-MST	ISS Technical Support Assistant	ISS	\$ 15.00
APR1500-PT-GET	Technology General Equipment Tech.	Technology	\$ 15.00

Professional (non-teaching)

Position ID	Position Title	Department	FY25
SPR4100-PT-ASP	Admissions Services Specialist	Admissions	\$ 20.25
WPG3600-PT-AAS	Adult Education Advisor Specialist	Adult Education	\$ 20.25
APG3601-PT-AET	Adult Education Transition Specialist	Adult Education	\$ 20.25
APR1400-PT-LAA	Allied Health Lab Assistant	Allied Health	\$ 20.25
SPR4009-PT-MCS	Communication Specialist	Marketing	\$ 20.25
BPR8720-PT-CDT	Creative Design Training Coordinator	Print Shop	\$ 20.25
APR1302-PT-EDS	Education Specialist	Soc Science & Educ.	\$ 20.25
BPR7110-PT-EDT	Engineering & Drafting Specialist	Physical Plant	\$ 20.25
SPR4400-PT-FAO	Financial Aid Outreach Coordinator	Financial Aid	\$ 20.25
BPR8300-PT-HRR	Human Resources Representative	Human Resources	\$ 20.25
APR1300-PT-HSS	Human Services Clinical Supervisor	Soc Science & Educ.	\$ 20.25
PPR7700-PT-POF	Part-time Police Officer	Police	\$ 20.25
SPG4230-PT-OUT	Student Success Coach Trio DC	Trio Destination College	\$ 20.25
SPG4230-PT-TSB	TRIO Tutor (Bachelor)	Trio Destination College	\$ 20.25
SPR4210-PT-TBC	Tutor - Bachelor's Disability Services	Student Success Center	\$ 20.25
SPR4140-PT-STB	Tutor- Bachelor Degree	Student Success Center	\$ 20.25
SPG3500-PT-TT2	Tutor-Bachelor Carl Perkins	Student Success Center	\$ 20.25

Instructional Positions (Higher Level of Education or Specialization)

Position ID	Position Title	Department	FY25
APG3600-PT-GED	Adult Education Instructor	Adult Education	\$ 26.00

APG3600-PT-WIN	Adult Education Welding Instructor	Adult Education	\$ 26.00
APR1404-AF-CLN	Allied Health BNA Clinical Instructor	Allied Health	\$ 35.00
APR1412-AF-CLN	Allied Health DEN Clinical Instructor	Allied Health	\$ 30.00
APR1409-AF-CLN	Allied Health PTA Clinical Instructor	Allied Health	\$ 26.00
APR1404-PT-BNC	BNA Program Coordinator	Allied Health	\$ 35.00
APG3604-AF-CLN	BNA Clinical Instructor Adult Education	Adult Education	\$ 35.00
APR1412-AF-CDE	Clinical Dentist	Dental	\$ 75.00
APR1210-PT-CLN	Cosmetology Clinical Instructor	Cosmetology	\$ 26.00
APR1200-PT-CBE	CBE Instructor - Business	Business & Technology	\$ 26.00
APR1412-PT-ELI	Enhanced Lab Instructor – Dental Hygiene	Dental	\$ 26.00
APR1511-PT-IQS	IDOT Quality Mgmt Training Prog Sp.	IDOT	\$ 70.00
APR1511-PT-QMR	IDOT Quality Mgmt Train Spec- Recert	IDOT	\$ 70.00
APR1600-PT-IEL	IEL Instructor	Humanities	\$ 26.00
SPR4210-PT-ITP	Sign Language Interpreter	Counseling	\$ 50.00

Center for Business & Industry Positions			
Position ID	Position Title	Department	FY25
APR3300-PT-CLI	CBI Leadership Instructor	Center for Business and Industry	Market
APR3300-PT-CON	CBI Trainer	Center for Business and Industry	Market
APR3300-PT-CBI	Center for Business and Industry Instructor	Center for Business and Industry	Market
APR3360-PT-CDT	Commercial Driver Training Instructor	Center for Business and Industry	\$ 19.50
APR3300-PT-NCI	Community Learning Instructor	Center for Business and Industry	\$ 26.00
WPT3300-PT-CPR	IDOC CPR Instructor	Center for Business and Industry	\$ 46.25
WPG3503-PT-SCY	Summer College for Youth	Center for Business and Industry	\$ 15.00
APR3300-PT-TTS	Technical Training Specialist	Center for Business and Industry	Market
APR3300-PT-TWS	Technical Writer for CBI	Center for Business and Industry	Market
APR3300-PT-DUI	Traffic Safety Instructor – DUI	Center for Business and Industry	\$ 33.66
APR3300-PT-TFS	Traffic Safety Instructor	Center for Business and Industry	\$ 28.45
APR3300-PT-RED	Traffic Safety Instructor –Remedial	Center for Business and Industry	\$ 29.51

AY 25 Adjunct Wage Scale:

Period of Time	Amount	Hourly Sub-rate
0-7 Semesters	\$785	\$49.06
8-15 Semesters	\$800	\$50.00
16+ Semesters	\$815	\$50.94
Pro-rated sections:	(# students/minimum seat count) * ECH of course at adjunct rate	

Full-Time Faculty Sub-rate: $\$900/16 \text{ weeks} = \56.25 per hour

Faculty Stipends (start of the beginning of the Academic Year or as noted):	
Position	Amount
Chair of Counseling & Student Conduct	\$9,500 base; annual increase consistent with % increase for full-time appointment
Director of Library Resource Center	\$6,500 base; annual increase consistent with % increase for full-time appointment
Director of Physical Therapy Program (current employee grandfathered)	\$23,049
Division Chairs: a) Contract Salary & Instructional Load Limit = 15 ECH b) DC Stipend equivalent to 34 ECH paid at \$1250 per ECH (paid over 12 months)	
Faculty Accreditation Coordinator	\$7,500
Faculty Assessment Liason (starting Spring 25)	\$7,500
Farm Equipment Mechanic	\$2,000
Farm Manager (Agronomy Instructor) - <i>paid as a stipend over 12 months</i>	8 ECH per AY year @ Overload 4 ECH in Summer @ \$1,300 (avg)
Greenhouse Manager - paid as a stipend at overload rate (MSD Greenhouse Manager grandfathered at \$2,000 annually)	1 ECH Fall 1 ECH Spring 1 ECH Summer
Honors Advisor – <i>paid as a stipend at overload rate</i>	2 ECH Fall 2 ECH Spring 2 ECH Summer
Human Anatomy/Physiology Preparation (per cadaver)	\$3,600
IDOT QMTP (<i>per IDOT Contract</i>)	14 ECH fall 4 ECH summer
Program Directors - Level 1 (11 months): Associate Degree Nursing (ADN) Basic Nursing Assistant (BNA) Broadcast Operations	6 ECH fall 6 ECH spring 3 ECH summer

<i>Cosmetology</i> <i>Court Reporting & Captioning</i> <i>Dental Hygiene</i> <i>Licensed Practical Nursing (LPN)</i> <i>Medical Assistant</i> <i>Physical Therapy Assistant & Massage Therapy</i>	
Program Directors - Level 2 (11 months): <i>Criminal Justice</i>	4 ECH fall 4 ECH spring 2 ECH summer
Program Lead - (11 months): <i>Education</i> <i>Health and Human Services</i> <i>Internship</i>	2 ECH fall 2 ECH spring 1 ECH summer
Transitional Math Liaison	.50 ECH Fall .50 ECH Spring

FY 25 Staff Stipends (start of the beginning of the Fiscal Year or as noted):

Position	Amount
Department of Corrections/Juvenile Justice HR Administrator	\$400/site
Department of Juvenile Justice Contract Administrator	\$8,500
Dual Credit High School Coordinators	\$250/first 5 dual credit sections/semester. \$25 each subsequent dual credit section offered per semester.
Fresh Start – generally offered twice per year	\$100 - \$200 if eligible
Foundation Treasurer	\$4,000
ISS Applications Team Lead	\$7,500
ISS Infrastructure Team Lead	\$7,500

Athletic Stipend Formulas:

Position
Coaching Stipend Formula: (If paid in addition to full-time position)
Head Coach Stipend: <ul style="list-style-type: none"> a) \$6000.00 Base pay rate for all coaches for any sport and ag judging b) + \$200 per year for previous experience as a head or paid assistant coach at Lake Land College. c) +\$100 per year for experience outside Lake Land College as college head or assistant coach or high school d) Annual pay increase based on % increase for full-time employees
Cheer Coach / Assistant Coach Stipend (Part-time): <ul style="list-style-type: none"> a) + \$100 per year for previous experience as a head or paid assistant coach at Lake Land College. b) Annual pay increase based on hourly rate increase for part-time employees
Additional Head Coach Stipend: <ul style="list-style-type: none"> a) \$800 Team Wins National Tournament b) \$500 Team to National Tournament (VB, MBB, WBB, SB, BB) c) \$500 60% wins (VB, MBB, WBB, SB, BB) d) \$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag) e) \$100 per All American (as selected by NJCAA or NJCLJCA) f) \$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year) f) \$100 per sophomore Academic All American (3.60 or higher cumulative GPA)

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: John Woodruff, Vice-President for Business Services
Date: November 2, 2024
Subject: Worker's Compensation Policy

We have recently reviewed our renewal for our Worker's Compensation Insurance coverage for our policy with Illinois Public Risk Fund (IPRF) for calendar year 2025. The renewal rate of \$164,918.00 reflects a \$1,370 (.8%) increase over our previous coverage.

The mod rating for the College increased from .74 to .86. This rating involves reviewing the prior 3 years of claims. An experience mod of less than 1.00 is better than average (1.) to businesses of similar size and industry.

The College also qualifies for the Safety Grant from IPRF, which equals \$18,777, which is an increase of \$4,060 from the prior year. These funds will be used to enhance safety throughout campus.

Recommended motion: Approve as presented the renewal of the Worker's Compensation policy with IPRF for calendar year 2025 in the amount of \$164,918 through Diamond Brothers Insurance of Mattoon, IL.



Illinois Public Risk Fund

Workers' Compensation Information Page

Policy Number: P0994-2025

Named Insured and Mailing Address:

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

The policy period is from: **01/01/2025 to 01/01/2026**
12:01 a.m. Standard Time of the Insured's mailing address

Coverage:

Part One of the policy applies to the Workers Compensation Law of the State of Illinois.

Part Two of the policy applies to Employers Liability in the State of Illinois: The limits of our Liability under Part Two are:

Bodily Injury by Accident	\$3,000,000 each accident
Bodily Injury by Disease	\$3,000,000 policy limit
Bodily Injury by Disease	\$3,000,000 each employee

This Policy includes these endorsements and schedules:

See listing of endorsements – Extension of Information Page

Broker Name and Address:

Dimond Bros. Insurance LLC
P.O. Box 1090, 928 Clinton Road
Paris, IL 61944

Total Estimated Premium:	\$160,115.00
Administrative Fee:	\$4,803.00
Total Estimated Cost:	\$164,918.00

Cancellation: In the event that the Policy is Cancelled prior to the expiration date, then the total annual premium stated on page 2 will be 100% fully earned

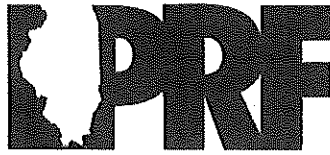
Terms and Conditions: The premium for this policy will be determined by our rules, classifications, rates and rating plans. All required information is subject to verification and change by audit at policy expiration.

As per Safety National Casualty Corp. Excess policy, and Illinois Public Risk Fund's By-Laws and Pooling Agreement.



<p>EXTENSION OF INFORMATION PAGE ENDORSEMENT SCHEDULE</p>
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IPRF WC 00 001 18	Broad Form All States for Employee Travel
IPRF WC 00 002 18	Federal Employers' Liability Act Coverage
IPRF WC 00 003 18	Foreign Voluntary Workers' Compensation and Employers' Liability For Traveling Employees
IPRF WC 00 004 18	Longshoremen's and Harbor Workers' Compensation Act Coverage
IPRF WC 00 005 18	Maritime Coverage
IPRF WC 00 006 18	Voluntary Compensation



ILLINOIS PUBLIC RISK FUND

Cost Control Through Cooperation Since 1985

0994

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

The premium for this policy will be determined by Illinois Public Risk Fund rules, classifications, rates and rating plans. All information required is subject to verification and change by Audit.

<u>Class Code</u>	<u>Description</u>		<u>Payroll</u>		<u>Rate/100</u>		<u>Premium</u>
0037	Crop Spraying or Dusting	\$	0	\$	3.916	\$	0
7720	Policeman	\$	364,527	\$	1.911	\$	6,966
8868	School Professional	\$	31,481,693	\$	0.284	\$	89,408
9101	School - All Other	\$	2,119,062	\$	3.008	\$	63,741
Subtotal:						\$	160,115
3% Administrative Fee:						\$	4,803
TOTAL:						\$	164,918

Selected payment plan: 12 Equal Monthly Installments

Prepared on: Tue October 8 12:06:02 2024



ILLINOIS PUBLIC RISK FUND

Cost Control Through Cooperation Since 1985

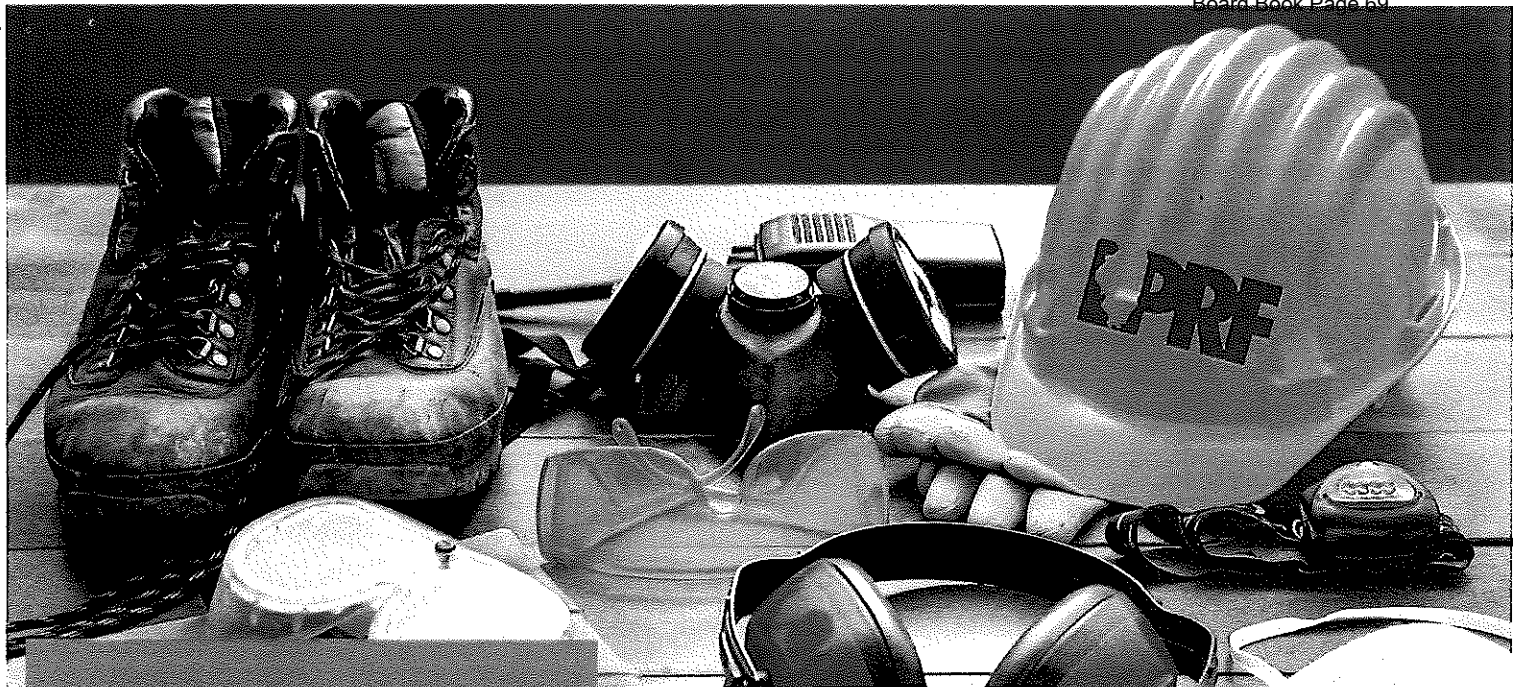
Installment Schedule

0994

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

12 Equal Monthly Installments

Due Date	Amount Due
01/01/2025	\$13,745
02/01/2025	\$13,743
03/01/2025	\$13,743
04/01/2025	\$13,743
05/01/2025	\$13,743
06/01/2025	\$13,743
07/01/2025	\$13,743
08/01/2025	\$13,743
09/01/2025	\$13,743
10/01/2025	\$13,743
11/01/2025	\$13,743
12/01/2025	\$13,743



ADDITIONAL OFFERINGS FROM LEXIPOL INCLUDE:

- 15% discount online learning programs

PoliceOne Academy 

FireRescue1 Academy 

EMS1 Academy 

Corrections1 

LocalGovU 

- 5% discount on Cordico Wellness Solution excluding Cordico Launch
- 10% discount on Grant Finder and Grant Services annual subscription

*If you have any questions regarding the IPRF Grant Program or the IPRF/LEXIPOL Grant Plus Program, please contact:
Lauren Dornan, Grant Administrator
at lauren@iprf.com*

IPRF GRANT

Programs and Partnerships

\$5 MILLION DOLLARS

IPRF understands the importance of safety equipment and products in reducing workplace injuries. We have **\$5 MILLION** dollars available to our members to assist in purchasing safety products that will help them reduce loss. Simply review our list of over 100 safety products and submit a grant request. The grant submission process will officially open January 6, 2025.

IPRF also offers a Grant Plus program. This program is a partnership between IPRF and Lexipol that provides IPRF members with amazing benefits including:

- Reimbursement of 25%, through the Grant Plus Program, up to their allotted grant amount
- 10% discount on Lexipol's policy manual
- 10% discount on Professional Services

 **LEXIPOL**


SCAN ME

Find out even more about these amazing programs!



www.iprf.com
(800) 289-IPRF (4773)



ILLINOIS PUBLIC RISK FUND

Cost Control Through Cooperation Since 1985

PLEASE RETURN NO LATER THAN 2024-08-24

0994
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

RETURN TO: Illinois Public Risk Fund
Fax: (708) 429-6488
Email: melissa@iprf.com
Email: judy@iprf.com

REQUIRED RENEWAL PAYROLL REQUEST

Class Code	Description	Last Audited Payroll	Current Estimated Payroll	Projected Estimated Payroll
0037	Crop Spraying or Dusting	\$9,901		—
7720	Policeman	\$259,438	\$350,507	\$364,527
8868	School Professional	\$27,430,100	\$30,270,859	\$31,481,693
9101	School - All Other	\$921,762	\$2,037,560	\$2,119,062

Do you have any Firefighters, EMT's or Paramedics that make under \$1,000 annually? ____ Yes X No
If so, please indicate how many _____



MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: October 21, 2024

RE: Surplus Item(s)

Related to the ongoing operations of the college and in addition to the various capital projects, we're respectively asking the Board to surplus the following item(s):

- Office Printers/Copier – These are old office printers/copiers that are no longer supported within our support agreement and need to be replaced. They will be traded-in as part of the agreement being presented later in the Board Meeting if approved. Ricoh copiers s/n's G155R530149, G155R530049R, G155RA31063R G155RC30191R, G155R530281R, G156L800190R, G155R730106R1, G155R930398R1, C84218625.
- Print Shop Production Printer - KM 7100 s/n A9VP011000051 LLC tag # 7976. This machine is being traded in as part of an agreement being presented later in the Board meeting if approved.

Recommended motion: Declare the item(s) listed above as surplus and grant authorization to trade in the units as part of an agreement pending Board approval as presented later in the Board of Trustee meeting.



MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

CC: Dave Earp, Supervisor of Print and Mail Services

DATE: November 6, 2024

RE: Approval of Purchase of New Printer/Equipment for Print Shop

Dave Earp, Supervisor of Print and Mail Services has been in negotiations with Konica Minolta and Ricoh to replace eight unsupported copier/printers used in campus operations and the purchase of a folder and cutter used in print production operations. During negotiations, an opportunity to replace one of the high-speed production printers was included in the proposals. What follows is the request of the Board of Trustees related to equipment purchases for the Print Shop:

- Campus/DOC Remote Locations Printers/Copiers - Purchase 8 Konica/Minolta Bizhub Printers/Copiers at a total cost of \$24,712.89 which will replace aged, unsupported units across eight Lake Land College locations.
- Production Print Shop
 - Konica/Minolta 14000 printer with finishing attachments. This new high-speed printer will accommodate larger/thicker paper stock while doubling print speed capacity. The total net cost for this equipment is \$73,713.20. This will replace the oldest production printer. We will receive a trade in value of \$87,455.80.
 - Duplo DC 618 Creaser/Slitter/Cutter – This machine offers automated print production creasing, perforation and or cut finishing as needed. The total cost of this machine is \$41,691.90. In order to complete these finishing tasks today, it requires the use of several machines and/or manual tasks and is very labor intensive.
 - Horizon PF-40L Folder – This machine is high speed/high-capacity folder that would replace the current smaller folder (used in some cases) and in many cases, the manual folding it takes now. The cost for this machine is \$14,995.00.

The replacement of the production printer provides a unique opportunity to upgrade equipment that will meet our needs over the foreseeable future (3-5 years) and the Crease/Folder machines we anticipate a payback in 1.33 years or ~16 months from reduced labor cost from eliminating manual processes and increased capacity.

Per board policy 10.4(f), a bid is not necessary for duplicating machines and supplies.

Recommended Motion: Approve \$155,112.99 for the purchase of 8 Konica/Minolta Bizhub units for use as office copiers/printers located throughout Lake Land college, the purchase of one Konica/Minolta 14000 production printer, a Duplo Creaser/slitter/cutter and a Horizon PF 40L Folder to be used in the Lake Land Print Shop. All machines will be purchased from Konica/Minolta.



MEMO

TO: John Woodruff, Vice President Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: October 1, 2024

RE: Proposed Tax Levy

Each year the College is required to submit a tax levy (dollar amount) to the Coles County Circuit Clerk by the fourth Tuesday of December so we are eligible to collect property tax revenue. This year the levy is for the equalized assessed value (EAV) of property for the year 2024, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2025, and applied to fiscal year 2026 revenues.

Attached is the Certificate of Tax Levy for the 2024 levy year, the receipt form will be returned to us from each county clerk indicating filing of the Certificate of Tax Levy in that county, and the Certificate of Compliance certifying compliance with the "Truth in Taxation" law.

We are in legal compliance with the above, and I recommend approval of the appropriate documents shown above.

Lake Land's rate of levy for the 2023 levy year property values was \$.5222 per \$100 EAV. We will not know the actual tax rate for the 2024 levy year until late spring when EAV's are finally determined by the 15 individual counties in the Lake Land College district but we are estimating that our rate of levy will decrease to approximately \$.5207 per \$100 EAV, a .29% decline in the amount levied overall.

For the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects the low overall tax rate per \$100 EAV for the College.

I recommend the sum of Fifteen Million Nine Hundred Forty-Seven Thousand Dollars (\$15,947,000) plus an additional amount to provide funds to retire bonds and pay interest thereon to be levied on the equalized assessed value of the taxable property of Community College District No. 517 for the levy year 2024 to be collected in the calendar year 2025. The levy for the year 2024 is to be allocated 100% for fiscal year 2026.

Attachment

CERTIFICATE OF TAX LEVY

Community College District No. 517 County(ies) Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby

Community College District Name: Lake Land College and State of Illinois

We hereby certify that we require:

the sum of \$ 6,524,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 1,060,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 4,413,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,905,786 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 444,214 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 100,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,500,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year _____.

As requested by Chapter 120 (Paragraph 643, Section 162), our Fiscal Year 2024 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2024 either are attached to this document or have been submitted to you previously.

Signed this ____ day of

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full -one-.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

**DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT NO. 517
(Lake Land College)**

This is to certify that the Certificate of Tax Levy for Community College District No. 517, County(ies) of _____ and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 20____ was filed in the office of the County Clerk of this county on _____ 20____.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2024 is \$6,598,250.

Said community college district also has complied with the requirements of Chapter 120 (Paragraph 643, Section 162).

County Clerk

Date

County

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Community College District No. 517, Lake Land College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

- ☐ 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements for the Truth in Taxation Law.
- ☒ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- ☐ 3) The **proposed** aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The **adopted** aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- ☐ 4) The **adopted** levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2024 levy year.

Date: _____

Presiding Officer: _____
Chairman, Board of Trustees
Community College District No. 517



MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: October 29, 2024

RE: Approval of Remodel/Construction Bid - Effingham Technology Center (ETC) – Phase 2 Upper Level

The College recently completed the bid process for construction and remodel of the Effingham Technology Center Phase 2 based on the Bailey Edward bid specifications developed from input within the various departments of Lake Land College. This is for Phase 2 of the project which encompasses the upper level of the ETC Building. The bid is for general contractor related activities including the removal, construction and/or remodel activities required to have the upper-level area ready for use before the Fall 2025 semester.

Bailey Edward facilitated the bid process. Along with traditional paths of advertising requests for bids, Bailey Edward reached out to several local contractors. Bailey Edward conducted a pre-bid meeting on October 15th at ETC. A total of 6 firms were represented at the bid meeting. On Tuesday October 29, 2024 at 2pm, bids were opened as a result of the bid process. Two firms submitted bids as follows:

	Base Bid
Grunloh Building Inc.	\$2,059,000
K. Wohltman Construction, Inc.	\$2,008,000

Based on the bids and input from Bailey Edward, we recommend awarding the contract to K. Wohltman Construction, Inc. for the bid amount of \$2,008,000. Contained in their bid is a commitment to substantially complete the work within 180 days with the written notice to proceed.

Recommended Motion: Approve as presented the bid from K. Wohltman Construction, Inc. in the total amount of \$2,008,000 for construction work related to the upper level (Phase 2) of the Effingham Technology Center.



BID TABULATION

Lake Land College Effingham Technology Center – Upper Level 23053

2:00 pm October 29, 2024

CONTRACTOR	ADDENDA		BID BOND	BASE BID	UNIT PRICE 1: LINEAR FOOT OF SITE-BUILT P2 WALL TYPE	UNIT PRICE 1: LINEAR FOOT OF SITE-BUILT P3 WALL TYPE	UNIT PRICE 2: SQUARE FOOT OF HUNG ACOUSTIC CEILING
	1	2					
Grunloh Building Inc. 901 N. Second St. Effingham, IL 62401	✓	✓	✓	\$ 2,059,000 ⁻	\$ 250 / lin ft	\$ 190 / lin ft	\$ 10 / ft ²
K. Wohltman Construction, Inc. 18700 N US HWY 45 Effingham, IL 62401	✓	✓	✓	\$ 2,008,000 ⁻	\$ 210 / lin ft	\$ 190 / lin ft	\$ 10 / ft ²



MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: October 24, 2024

RE: Purchase of Furniture for Phase One / Level One of the Effingham Technology Center

The proposed furniture plans and purchase are for phase one/level one of the Effingham Technology Center, and some of that space includes the Effingham Regional Career Academy (ERCA).

The furniture upgrades along with the building renovation will demonstrate our commitment to give our faculty, staff and students a first-class education experience on our campus.

The College is partnering with Widmer Interiors to supply the furniture. Kimberly Wellbaum, Facilities Coordinator to Physical Plant Operations, is leading the College's effort in working with Widmer Interiors and ordering the furniture. At this time, we estimate the cost of furniture to amount to be \$258,099.60.

The College would like so seek approval to order furniture from Widmer Interiors at a total cost of \$258,099.60. The College is using Omni contract pricing associated with state bidding which alleviates the need to seek bids on the above-related equipment from Widmer Interiors.

Please do not hesitate to contact me if you have any questions or need any further clarification.

Recommended motion: Approve as presented the proposal for the purchase and installation of new furniture for phase one/level one of the ETC from Widmer Interiors at a total cost of \$258,099.60.








Sarah Dean
sdean@widmerinteriors.com
309-807-5922
2203 E. Empire Street
Suite A
Bloomington IL 61704






Date: 10/24/2024
Project Name: ETC ERCA Phase 1

Project Number:
Contract: HON BID 476626








Prepared For:
Kimberly Wellbaum
Lake Land College
1201 Althoff Drive
Effingham IL 62401
217-234-5284 kwellbau@lakelandcollege.edu

Ship To/Install Address:
Kimberly Wellbaum
Lake Land College
1201 Althoff Drive
Effingham IL 62401







Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
1	HON	4	HFTLD36	Flock 36 Diameter Round Laminate Top	Hallway Lounge	\$ 248.80	\$ 995.20
							
				Edge Type .G 2MM Edge Select Edge Color K Platinum Grommet Selection .N No Grommet Select Grade \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
2	HON	3	HFXB17B	X-base for 18"High Tbl use with 30" and 36" tops	Hallway Lounge	\$ 306.40	\$ 919.20
							
				Select Paint Color \$(P2) P2 Paint Opts Select Grade 2 Paint .PR8 Silver Texture			
3	HON	1	HFXB42B	Flock x-base for 41h stand ht tbl Use w/36" tops	Hallway Lounge	\$ 390.80	\$ 390.80
							
				Select Paint Color \$(P2) P2 Paint Opts Select Grade 2 Paint .PR8 Silver Texture			
4	HON	6	HFCG6	Flock Casual Guest	Hallway Lounge	\$ 393.81	\$ 2,362.86
							
				Select Upholstery \$(3) Grade 3 Uph Grd 3 Uph .SMHMMLD Meld Meld 05 Quill Flock Frame Opt .PR8 Silver Texture			
5	HON	4	HFSS74L	Flock Stool 4-Leg	Hallway Lounge	\$ 438.61	\$ 1,754.44
							
				Select Upholstery \$(1) Grade 1 Uph Grd 1 Uph .COMP Compass			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Compass Uph 90 Midnight			
				Flock Frame Opt .PR8 Silver Texture			
6	HON	2	HFLCC1	Flock Modular Corner Chair	Hallway Lounge	\$ 974.08	\$ 1,948.16
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Upholstery \$(3) Grade 3 Uph			
				Upholstery Selection .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
7	HON	6	HFLMC1	Flock Modular Chair	Hallway Lounge	\$ 820.48	\$ 4,922.88
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Upholstery \$(3) Grade 3 Uph			
				Upholstery Selection .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
8	HON	6	HFLGANG	Flock Ganging Bracket	Hallway Lounge	\$ 21.76	\$ 130.56
							
9	HON	4	HFLSC2	Thin Profile Square Chair	Hallway Lounge	\$ 995.84	\$ 3,983.36
							
				Select Upholstery \$(6) Grade 6 Uph			
				Upholstery Selection .BA Balance			
				Balance -026 Grey Mist			
				Select Flock Base .4S 4 Star Base			
				Flock Frame Opt P7A Textured Charcoal			
10	HON	2	HCWPT	15" x 17" Personal Table	Hallway Lounge	\$ 202.84	\$ 405.68
							
				Laminate Grade Options \$(L1STD) Grd L1 Standard Laminate			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edgeband Color .K Platinum			
				Paint Grade Options \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
11	HON	1	HTMC304296	Preside 42x96 Seatd Mobile Collab Tbl	Hallway Lounge	\$ 1,180.40	\$ 1,180.40
							
				Select Grommet .N No Grommets			
				Laminate Top Selection \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edge Color .K Platinum			
				Select Caster/Glide Option .C Caster			
				Paint Selection \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR6 Silver			
12	HON	3	HECSMSLBMF	Low-back Square	Hallway Lounge	\$ 1,206.40	\$ 3,619.20
							
				Select Power Option .N None			
				Seat Cushion Fabric Opts \$(3) Grade 3 Uph			
				Grd 3 Uph .SX Moxie			
				Moxie 23 Basalt			
				Back Fabric Opts \$(6) Grade 6 Uph			
				Grd 6 Uph .BA Balance			
				Balance -026 Grey Mist			
				Select Base Option .P Plinth			
				Select Base Color P71 Black			
13	HON	1	HECSOAEL	Angle End Left	Hallway Lounge	\$ 747.07	\$ 747.07
							
				Select Power Option .N None			
				Lounge Fabric Options \$(3) Grade 3 Uph			
				Grd 3 Uph .SX Moxie			
				Moxie 23 Basalt			
				Select Base Option .P Plinth			
				Select Base Color P71 Black			
14	HON	1	HECSOAER	Angle End Right	Hallway Lounge	\$ 747.07	\$ 747.07
							
				Select Power Option .N None			
				Lounge Fabric Options \$(3) Grade 3 Uph			
				Grd 3 Uph .SX Moxie			
				Moxie 23 Basalt			
				Select Base Option .P Plinth			
				Select Base Color P71 Black			






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
15	HON	1	HECSG	Ganging bracket (2/pk)	Hallway Lounge	\$ 45.51	\$ 45.51
							
						Subtotal: \$ 24,152.39	
16	HON	1	HLED17A	17" LED Light W/PwrSupplyForDaisyChain(STARTER)	Private Office 3	\$ 320.75	\$ 320.75
							
17	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	Private Office 3	\$ 455.57	\$ 455.57
							
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
18	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	Private Office 3	\$ 455.57	\$ 455.57
							
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
19	HON	1	H10524	10500 Series Access Strip	Private Office 3	\$ 119.47	\$ 119.47
							
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
20	HON	1	H105854	10500 Series Back enclosure for 60"W Stack on Storage	Private Office 3	\$ 141.15	\$ 141.15
							
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
21	HON	1	H105324	10500 Series Stack on Storage 60"W x 14-5/8"D x 37-1/8"	Private Office 3	\$ 625.68	\$ 625.68
							
				Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Top Laminate Color	.S	Charcoal	
				Select Chassis Laminate Color	S	Charcoal	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
22	HON	1	H105684	10500 Series Return Shell 29-1/2H x 60W x 24D	Private Office 3	\$ 422.92	\$ 422.92
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .N Mahogany			
				Select Chassis Laminate Color S Charcoal			
23	HON	1	H90054	10500 Series Tckbd for 60"W Stack on Strg Bck Enclosure	Private Office 3	\$ 149.93	\$ 149.93
				Fabric Selection \$(A) Grd A Fab			
				Grd A Fab .CU Centurion			
				Select Centurion Fabric Option 19 Iron Ore			
24	HON	1	H105209E	Penninsula w/ End Panel 72"W x 30"D x 29 1/2"H	Private Office 3	\$ 554.05	\$ 554.05
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .N Mahogany			
				Select Chassis Laminate Color S Charcoal			
				Select Paint \$(P1) P1 Paint Opts			
				Select Core Paint .P Black			
Subtotal: \$ 3,245.09							
25	HON	1	HLED17A	17" LED Light W/PwrSupplyForDaisyChain(STARTER)	Private Office 4	\$ 320.75	\$ 320.75
26	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	Private Office 4	\$ 455.57	\$ 455.57
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
27	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	Private Office 4	\$ 455.57	\$ 455.57
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
28	HON	1	H10524	10500 Series Access Strip	Private Office 4	\$ 117.97	\$ 117.97
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
29	HON	1	H105854	10500 Series Back enclosure for 60"W Stack on Storage	Private Office 4	\$ 141.15	\$ 141.15
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
30	HON	1	H105324	10500 Series Stack on Storage 60"W x 14-5/8"D x 37-1/8"	Private Office 4	\$ 625.68	\$ 625.68
							
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .S Charcoal			
				Select Chassis Laminate Color S Charcoal			
31	HON	1	H105684	10500 Series Return Shell 29-1/2H x 60W x 24D	Private Office 4	\$ 422.92	\$ 422.92
							
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .N Mahogany			
				Select Chassis Laminate Color S Charcoal			
32	HON	1	H90054	10500 Series Tckbd for 60"W Stack on Strg Bck Enclosure	Private Office 4	\$ 149.93	\$ 149.93
							
				Fabric Selection \$(A) Grd A Fab			
				Grd A Fab .CU Centurion			
				Select Centurion Fabric Option 19 Iron Ore			
33	HON	1	H105209E	Pennisula w/ End Panel 72"W x 30"D x 29 1/2"H	Private Office 4	\$ 554.05	\$ 554.05
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .N Mahogany			
				Select Chassis Laminate Color S Charcoal			
				Select Paint \$(P1) P1 Paint Opts			
				Select Core Paint .P Black			
Subtotal: \$ 3,243.59							







Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
34	HON	1	HLED17A	17" LED Light W/PwrSupplyForDaisyChain(STARTER)	Private Office Option 1	\$ 320.75	\$ 320.75
35	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	Private Office Option 1	\$ 455.57	\$ 455.57
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
36	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	Private Office Option 1	\$ 455.57	\$ 455.57
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
37	HON	1	H10524	10500 Series Access Strip	Private Office Option 1	\$ 117.97	\$ 117.97
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
38	HON	1	H105854	10500 Series Back enclosure for 60"W Stack on Storage	Private Office Option 1	\$ 141.15	\$ 141.15
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
39	HON	1	H105324	10500 Series Stack on Storage 60"W x 14-5/8"D x 37-1/8"	Private Office Option 1	\$ 625.68	\$ 625.68
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .S Charcoal			
				Select Chassis Laminate Color S Charcoal			
40	HON	1	H105684	10500 Series Return Shell 29-1/2H x 60W x 24D	Private Office Option 1	\$ 422.92	\$ 422.92
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .N Mahogany			
				Select Chassis Laminate Color S Charcoal			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
41	HON	1	H90054	10500 Series Tckbd for 60"W Stack on Strg Bck Enclosure	Private Office Option 1	\$ 149.93	\$ 149.93
							
				Fabric Selection \$(A) Grd A Fab			
				Grd A Fab .CU Centurion			
				Select Centurion Fabric Option 19 Iron Ore			
42	HON	1	H105209E	Penninsula w/ End Panel 72"W x 30"D x 29 1/2"H	Private Office Option 1	\$ 554.05	\$ 554.05
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .N Mahogany			
				Select Chassis Laminate Color S Charcoal			
				Select Paint \$(P1) P1 Paint Opts			
				Select Core Paint .P Black			
Subtotal: \$ 3,243.59							
43	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	Private Office Option 2	\$ 455.57	\$ 455.57
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
44	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	Private Office Option 2	\$ 455.57	\$ 455.57
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
45	HON	1	H10524	10500 Series Access Strip	Private Office Option 2	\$ 117.97	\$ 117.97
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
46	HON	1	H105684	10500 Series Return Shell 29-1/2H x 60W x 24D	Private Office Option 2	\$ 422.92	\$ 422.92
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Top Laminate Color .N Mahogany			
				Select Chassis Laminate Color S Charcoal			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
47	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	Private Office Option 2	\$ 850.80	\$ 850.80
				<div>  </div>			
				<div> Lock Opts .L Standard Random Key Lock Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .S Charcoal </div>			
48	HON	1	H105209E	Pennisula w/ End Panel 72"W x 30"D x 29 1/2"H	Private Office Option 2	\$ 554.05	\$ 554.05
				<div>  </div>			
				<div> Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .N Mahogany Select Chassis Laminate Color S Charcoal Select Paint \$(P1) P1 Paint Opts Select Core Paint .P Black </div>			
						Subtotal: \$ 2,856.88	
49	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 035 Lower Level	\$ 380.59	\$ 380.59
				<div>  </div>			
				<div> Select Control Option .Y0 Basic SynchroTilt Select Arm Type .N Armless Select Caster Option .S Soft Caster Select Back .0S Charcoal Select Fabric \$(3) Grade 3 Uph Upholstery Selection .SMHMMLD Meld Meld 04 Knight Select Lumbar .NL No Lumbar Select base .SB Standard Base Frame Paint Options .TI Titanium </div>			
						Subtotal: \$ 380.59	
50	HON	1	HCWTSQR42G	42" Square Top w/ Flat Edge	Room 155 Collaboration Space	\$ 259.60	\$ 259.60
				<div>  </div>			
				<div> Select Grommet Color .N No Grommet Laminate Grade Options \$(L1STD) Grd L1 Standard Laminate Select Grade 1 Laminate Finish .LAHP Handspun Pearl Select Edgeband Color .K Platinum </div>			
51	HON	1	HCWTSBL29	29H Single Pedestal Large	Room 155 Collaboration Space	\$ 518.32	\$ 518.32
				<div>  </div>			






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Paint Grade Options	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
52	HON	3	HFTLD30	Flock 30 Diameter Round Laminate Top	Room 155 Collaboration Space	\$ 220.80	\$ 662.40
				Edge Type	.G	2MM Edge	
				Select Edge Color	K	Platinum	
				Grommet Selection	.N	No Grommet	
				Select Grade	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
53	HON	2	HFDB17B	Disc Base for 18"H Tbl use with 30" and 36" tops	Room 155 Collaboration Space	\$ 306.40	\$ 612.80
				Select Paint Color	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
54	HON	1	HFDB29A	Flock disc base for 29 1/2h tbls Use w/30" tops	Room 155 Collaboration Space	\$ 350.00	\$ 350.00
				Select Paint Color	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
55	HON	2	HFTLD36	Flock 36 Diameter Round Laminate Top	Room 155 Collaboration Space	\$ 248.80	\$ 497.60
				Edge Type	.G	2MM Edge	
				Select Edge Color	K	Platinum	
				Grommet Selection	.N	No Grommet	
				Select Grade	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
56	HON	2	HFXB42B	Flock x-base for 41h stand ht tbl Use w/36" tops	Room 155 Collaboration Space	\$ 390.80	\$ 781.60
				Select Paint Color	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
57	HON	3	HFCG6	Flock Casual Guest	Room 155 Collaboration Space	\$ 393.81	\$ 1,181.43
				Select Upholstery	\$(3)	Grade 3 Uph	






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Grd 3 Uph .SMHMMLD Meld			
				Meld 05 Quill			
				Flock Frame Opt .PR8 Silver Texture			
58	HON	4	HFSS74L	Flock Stool 4-Leg	Room 155 Collaboration Space	\$ 438.61	\$ 1,754.44
							
				Select Upholstery \$(1) Grade 1 Uph			
				Grd 1 Uph .COMP Compass			
				Compass Uph 90 Midnight			
				Flock Frame Opt .PR8 Silver Texture			
59	HON	1	HFLCC1	Flock Modular Corner Chair	Room 155 Collaboration Space	\$ 974.08	\$ 974.08
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Upholstery \$(3) Grade 3 Uph			
				Upholstery Selection .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
60	HON	5	HFLMC1	Flock Modular Chair	Room 155 Collaboration Space	\$ 820.48	\$ 4,102.40
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Upholstery \$(3) Grade 3 Uph			
				Upholstery Selection .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
61	HON	1	HFLML1	Flock Modular Left End	Room 155 Collaboration Space	\$ 977.92	\$ 977.92
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Upholstery \$(3) Grade 3 Uph			
				Upholstery Selection .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
62	HON	1	HFLMR1	Flock Modular Right End	Room 155 Collaboration Space	\$ 977.92	\$ 977.92
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Upholstery \$(3) Grade 3 Uph			







Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Upholstery Selection .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
63	HON	7	HFLGANG	Flock Ganging Bracket	Room 155 Collaboration Space	\$ 21.76	\$ 152.32
							
Subtotal: \$ 13,802.83							
64	HON	4	HFTLD36	Flock 36 Diameter Round Laminate Top	Room 170 Proctoring Room	\$ 255.60	\$ 1,022.40
							
				Edge Type .G 2MM Edge			
				Select Edge Color K Platinum			
				Grommet Selection .G One Grommet Centered			
				Select Paint T1 Platinum Metallic			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
65	HON	4	HFDB29B	Flock disc base for 29 1/2h tbls Use w/36" tops	Room 170 Proctoring Room	\$ 373.20	\$ 1,492.80
							
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
66	HON	4	HGRMTAC2	Power Grommet - 2 Outlets 10' Cord	Room 170 Proctoring Room	\$ 107.44	\$ 429.76
							
67	HON	1	HS72ABC	Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2W x 71H	Room 170 Proctoring Room	\$ 307.60	\$ 307.60
							
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
68	HON	4	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 170 Proctoring Room	\$ 337.92	\$ 1,351.68
							
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(3) Grade 3 Uph			






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Upholstery Selection .SMHMMLD	Meld		
				Meld 05	Quill		
				Select Lumbar .NL	No Lumbar		
				Select base .SB	Standard Base		
				Frame Paint Options .TI	Titanium		
						Subtotal: \$ 4,604.24	
69	HON	1	H10598	10500 Series Desk Shell 48W x 30D x 29-1/2H	Room 171 Testing Lounge	\$ 416.07	\$ 416.07
				Select Top Laminate Color \$(L1STD)	Grd L1 Standard Laminates		
				Select Top Laminate Color .LAHS	Handspun Slate		
				Select Chassis Laminate Color S	Charcoal		
70	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	Room 171 Testing Lounge	\$ 455.57	\$ 455.57
				Select Laminate \$(L1STD)	Grd L1 Standard Laminates		
				Select Grade 1 Laminate Finish .S	Charcoal		
71	HON	1	HFMSC182830 RWB	Modular Storage Cabinet 18"D x 28"H x 30"W	Room 171 Testing Lounge	\$ 566.00	\$ 566.00
				Lock Opts .L	Standard Random Key Lock		
				Option .G	Glide		
				Select Paint Color \$(P1)	P1 Paint Opts		
				Select Grade 1 Paint .S	Charcoal		
						Subtotal: \$ 1,437.64	
72	HON	6	HMT2460G	Huddle 24x60 Table Top w/Edgeband	Room 172 Testing Room	\$ 239.60	\$ 1,437.60
				Select Grommet .G	Grommets		
				Select Laminate \$(L1STD)	Grd L1 Standard Laminates		
				Select Grade 1 Laminate Finish .LAHS	Handspun Slate		
				Select Edge Color .K	Platinum		
73	HON	6	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	Room 172 Testing Room	\$ 257.20	\$ 1,543.20
				Select Caster/Glide .G	Glide		
				Select Paint Grade \$(P2)	P2 Paint Opts		
				Select Grade 2 Paint .PR6	Silver		

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
74	HON	6	HJTRGH24	24" Cable Management Tray - Black Only	Room 172 Testing Room	\$ 52.15	\$ 312.90
				Select Paint Color .P Black			
75	HON	12	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 172 Testing Room	\$ 337.92	\$ 4,055.04
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 7,348.74	
76	HON	2	HFTLC3384	Flock 33x84 Rectangle Laminate Top	Room 180 Welcome Lounge	\$ 374.80	\$ 749.60
				Edge Type .G 2MM Edge			
				Select Edge Color K Platinum			
				Grommet Selection .N No Grommet			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
77	HON	2	HFDB29AN	Disc base for 29 1/2"h tables Use with 30" tops	Room 180 Welcome Lounge	\$ 699.20	\$ 1,398.40
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
78	HON	3	HFTLD36	Flock 36 Diameter Round Laminate Top	Room 180 Welcome Lounge	\$ 248.80	\$ 746.40
				Edge Type .G 2MM Edge			
				Select Edge Color K Platinum			
				Grommet Selection .N No Grommet			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
79	HON	1	HFDB17B	Disc Base for 18"H Tbl use with 30" and 36" tops	Room 180 Welcome Lounge	\$ 306.40	\$ 306.40
							
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
80	HON	1	HFDB29A	Flock disc base for 29 1/2h tbls Use w/30" tops	Room 180 Welcome Lounge	\$ 350.00	\$ 350.00
							
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
81	HON	1	HFXB17B	X-base for 18"High Tbl use with 30" and 36" tops	Room 180 Welcome Lounge	\$ 306.40	\$ 306.40
							
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
82	HON	2	HFTLD30	Flock 30 Diameter Round Laminate Top	Room 180 Welcome Lounge	\$ 220.80	\$ 441.60
							
				Edge Type .G 2MM Edge			
				Select Edge Color K Platinum			
				Grommet Selection .N No Grommet			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
83	HON	2	HFXB42B	Flock x-base for 41h stand ht tbl Use w/36" tops	Room 180 Welcome Lounge	\$ 390.80	\$ 781.60
							
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
84	HON	12	HFCG6	Flock Casual Guest	Room 180 Welcome Lounge	\$ 393.81	\$ 4,725.72
							
				Select Upholstery \$(3) Grade 3 Uph			
				Grd 3 Uph .SMHMMLD Meld			
				Meld 05 Quill			
				Flock Frame Opt .PR8 Silver Texture			



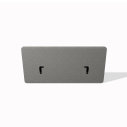


Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
85	HON	4	HFSS74L	Flock Stool 4-Leg	Room 180 Welcome Lounge	\$ 438.61	\$ 1,754.44
							
				Select Upholstery	\$(1)	Grade 1 Uph	
				Grd 1 Uph	.COMP	Compass	
				Compass Uph	90	Midnight	
				Flock Frame Opt	.PR8	Silver Texture	
86	HON	2	HFLCC1	Flock Modular Corner Chair	Room 180 Welcome Lounge	\$ 974.08	\$ 1,948.16
							
				Flock Leg Opt	.TS	TaperedSq PR8 or P7A Frm	
				Select Upholstery	\$(3)	Grade 3 Uph	
				Upholstery Selection	.SX	Moxie	
				Moxie	23	Basalt	
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster	
87	HON	8	HFLMC1	Flock Modular Chair	Room 180 Welcome Lounge	\$ 820.48	\$ 6,563.84
							
				Flock Leg Opt	.TS	TaperedSq PR8 or P7A Frm	
				Select Upholstery	\$(3)	Grade 3 Uph	
				Upholstery Selection	.SX	Moxie	
				Moxie	23	Basalt	
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster	
88	HON	1	HFLML1	Flock Modular Left End	Room 180 Welcome Lounge	\$ 977.92	\$ 977.92
							
				Flock Leg Opt	.TS	TaperedSq PR8 or P7A Frm	
				Select Upholstery	\$(3)	Grade 3 Uph	
				Upholstery Selection	.SX	Moxie	
				Moxie	23	Basalt	
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster	
89	HON	1	HFLMR1	Flock Modular Right End	Room 180 Welcome Lounge	\$ 977.92	\$ 977.92
							
				Flock Leg Opt	.TS	TaperedSq PR8 or P7A Frm	
				Select Upholstery	\$(3)	Grade 3 Uph	
				Upholstery Selection	.SX	Moxie	
				Moxie	23	Basalt	
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster	





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
90	HON	10	HFLGANG	Flock Ganging Bracket	Room 180 Welcome Lounge	\$ 21.76	\$ 217.60
							
91	HON	6	HFLSC2	Thin Profile Square Chair	Room 180 Welcome Lounge	\$ 995.84	\$ 5,975.04
							
				Select Upholstery	\$(6)	Grade 6 Uph	
				Upholstery Selection	.BA	Balance	
				Balance	-026	Grey Mist	
				Select Flock Base	.4S	4 Star Base	
				Flock Frame Opt	P7A	Textured Charcoal	
92	HON	6	HCWPT	15" x 17" Personal Table	Room 180 Welcome Lounge	\$ 202.84	\$ 1,217.04
							
				Laminate Grade Options	\$(L1STD)	Grd L1 Standard Laminate	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edgeband Color	.K	Platinum	
				Paint Grade Options	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
Subtotal: \$ 29,438.08							
93	HON	13	HMT2460G	Huddle 24x60 Table Top w/Edgeband	Room 181 Healthcare Classroom	\$ 226.40	\$ 2,943.20
							
				Select Grommet	.N	No Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHS	Handspun Slate	
				Select Edge Color	.K	Platinum	
94	HON	13	HMBFLIP24L	Huddle Flip Top Base for 24x60 and 24x72 Tops	Room 181 Healthcare Classroom	\$ 364.00	\$ 4,732.00
							
				Select Caster	.C	Casters	
				Select Paint Grade	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	
95	HON	2	HSC2472	Storage Cabinet 24D x 36W x 72H	Room 181 Healthcare Classroom	\$ 743.60	\$ 1,487.20
							
				Lock Opts	.L	Standard Random Key Lock	





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
96	HON	26	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 181 Healthcare Classroom	\$ 337.92	\$ 8,785.92
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(3)	Grade 3 Uph	
				Upholstery Selection	.SMHMLD	Meld	
				Meld	04	Knight	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal: \$ 17,948.32	
97	HON	12	HMT3060G	Huddle 30x60 Table Top w/Edgeband	Room 182 Technology Classroom	\$ 247.60	\$ 2,971.20
							
				Select Grommet	.G	Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHS	Handspun Slate	
				Select Edge Color	.K	Platinum	
98	HON	10	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	Room 182 Technology Classroom	\$ 248.40	\$ 2,484.00
							
				Select Caster/Glide	.C	Casters	
				Select Paint Grade	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	
99	HON	12	HJTRGH24	24" Cable Management Tray - Black Only	Room 182 Technology Classroom	\$ 52.15	\$ 625.80
							
				Select Paint Color	.P	Black	
100	HON	4	HSC2472	Storage Cabinet 24D x 36W x 72H	Room 182 Technology Classroom	\$ 743.60	\$ 2,974.40
							
				Lock Opts	.L	Standard Random Key Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
101	HON	8	HMT3060G	Huddle 30x60 Table Top w/Edgeband	Room 182 Technology Classroom	\$ 234.40	\$ 1,875.20
				Select Grommet .N No Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edge Color .K Platinum			
102	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 182 Technology Classroom	\$ 380.59	\$ 380.59
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
103	HON	40	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 182 Technology Classroom	\$ 337.92	\$ 13,516.80
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 24,827.99	
104	HON	12	HMT3060G	Huddle 30x60 Table Top w/Edgeband	Room 183 Agriculture Classroom	\$ 234.40	\$ 2,812.80
				Select Grommet .N No Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edge Color .K Platinum			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
105	HON	12	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	Room 183 Agriculture Classroom	\$ 248.40	\$ 2,980.80
							
				Select Caster/Glide .C Casters			
				Select Paint Grade \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
106	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 183 Agriculture Classroom	\$ 380.59	\$ 380.59
							
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
107	HON	24	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 183 Agriculture Classroom	\$ 337.92	\$ 8,110.08
							
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 14,284.27	
108	HON	12	HMT1860G	Huddle 18x60 Table Top w/Edgeband	Room 184 Transportatio n Classroom	\$ 193.60	\$ 2,323.20
							
				Select Grommet .N No Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edge Color .K Platinum			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
109	HON	12	HMBTLEG18	Huddle Fixed Height T-leg base For 18" tops	Room 184 Transportation Classroom	\$ 248.40	\$ 2,980.80
							
				Select Caster/Glide .C Casters Select Paint Grade \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
110	HON	12	HMVR-3060G-FX	Motivate Table Rect 30Dx60W 2mm Edge Fixed Base	Room 184 Transportation Classroom	\$ 536.00	\$ 6,432.00
							
				Select Grommet Location .G 3" Round Grommet Select Grade \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .LAHS Handspun Slate Select Edge Color .K Platinum Select Caster/Glide Option .G Glide Select Paint Grade \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
111	HON	12	HUSFABF2758	Fabric Fixed A/B Screen 27h x 58w	Room 184 Transportation Classroom	\$ 755.24	\$ 9,062.88
							
				Fabric Selection \$(B) Grade B Fabric Grade B Fabric Selection .SPIN Spin Select Spin Fabric 02 Alabaster Select Color Option .P Black			
112	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 184 Transportation Classroom	\$ 380.59	\$ 380.59
							
				Select Control Option .Y0 Basic SynchroTilt Select Arm Type .N Armless Select Caster Option .S Soft Caster Select Back .0S Charcoal Select Fabric \$(3) Grade 3 Uph Upholstery Selection .SMHMMLD Meld Meld 04 Knight Select Lumbar .NL No Lumbar Select base .SB Standard Base Frame Paint Options .TI Titanium			
113	HON	48	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 184 Transportation Classroom	\$ 337.92	\$ 16,220.16
							

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
Subtotal: \$ 37,399.63							
114	HON	2	HSC1872	Storage Cabinet 18D x 36W x 72H	Room 185 Manufacturin a Classroom	\$ 1,483.00	\$ 2,966.00
							
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
115	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 185 Manufacturin a Classroom	\$ 380.59	\$ 380.59
							
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
Subtotal: \$ 3,346.59							
116	HON	2	HSC1872	Storage Cabinet 18D x 36W x 72H	Room 187 Maker Space	\$ 1,483.00	\$ 2,966.00
							
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
117	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 187 Maker Space	\$ 380.59	\$ 380.59
							
				Select Control Option .Y0 Basic SynchroTilt			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
118	HON	24	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 187 Maker Space	\$ 337.92	\$ 8,110.08
							
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 11,456.67	
119	HON	12	HMT2460G	Huddle 24x60 Table Top w/Edgeband	Room 188 Augmented Reality Lab	\$ 226.40	\$ 2,716.80
							
				Select Grommet .N No Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edge Color .K Platinum			
120	HON	12	HMBFLIP24L	Huddle Flip Top Base for 24x60 and 24x72 Tops	Room 188 Augmented Reality Lab	\$ 364.00	\$ 4,368.00
							
				Select Caster .C Casters			
				Select Paint Grade \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
121	HON	2	HSC1872	Storage Cabinet 18D x 36W x 72H	Room 188 Augmented Reality Lab	\$ 1,483.00	\$ 2,966.00
							
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Grade 1 Paint .S Charcoal			
122	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 188 Augmented Reality Lab	\$ 380.59	\$ 380.59
							
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
123	HON	24	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 188 Augmented Reality Lab	\$ 337.92	\$ 8,110.08
							
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(3) Grade 3 Uph			
				Upholstery Selection .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 18,541.47	
124	HON	2	HSC1872	Storage Cabinet 18D x 36W x 72H	Room 189 Virtual Reality Lab	\$ 1,483.00	\$ 2,966.00
							
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
125	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 189 Virtual Reality Lab	\$ 380.59	\$ 380.59
							
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			

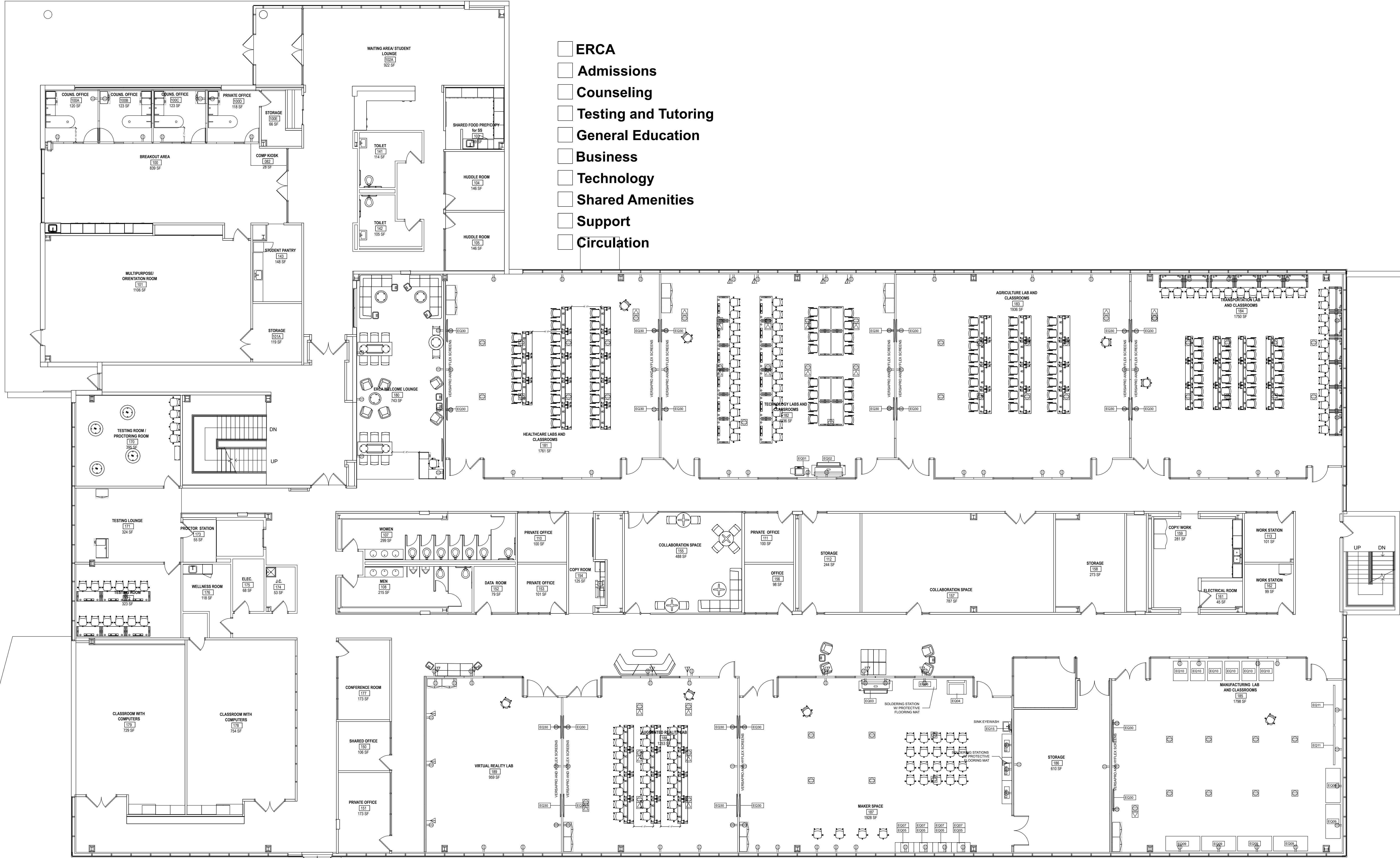
Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Fabric	\$(3)	Grade 3 Uph	
				Upholstery Selection	.SMHMLD	Meld	
				Meld	04	Knight	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
Subtotal:							\$ 3,346.59
8.75% Sales Tax (EXEMPT)							\$ 0.00 \$ 0.00
Prevailing Wage Assembly and Installation							\$ 33,194.41 \$ 33,194.41
Grand Total:							\$ 258,099.60

Terms & Conditions

- Pricing:** Prices quoted are valid for 30 days unless otherwise specified. Prices quoted may not include applicable sales tax. All orders are subject to approval by our credit department.
- Deposit:** A 50% deposit is requested prior to order entry.
- Installation:** Customer shall provide adequate facilities for off-loading, staging, moving, and handling of furniture. Unless otherwise noted on the proposal, elevator availability and use is assumed when product is to be installed anywhere besides the ground level. Stair carry will incur additional cost when not noted at time of quoting. Unless otherwise noted, delivery and installation will be made during normal business hours and based on non-prevailing wage labor. Additional costs will apply for overtime or additional work requested by the customer. Risk of loss transfers to the customer once the product is on site.
- Installation Delays:** If job site is not ready for furniture on the agreed scheduled installation date, additional charges may apply for extra handling and warehouse storage fees. Widmer will make every effort to minimize additional charges in the event of a delay. In the event of a delay, the merchandise will be considered accepted by the customer for purposes of payment. The customer may withhold the installation amount of the invoice against completion of delivery.
- Returns:** All product is made to order; therefore, all sales are final. All requests for changes in quantity or specification shall be in writing and if approved, additional charges may apply.
- Direct Shipping Product:** When the customer receives a direct shipment of product, it is the customer's responsibility to inspect the merchandise at time of receipt and file any freight claims within the manufacturer's required timeframe. While Widmer will assist as much as possible, Widmer cannot be held responsible for freight damage when product is shipping directly to the customer.
- Payment Terms:** Terms are net 15 days from date of invoice. A service charge of 2% per month will be added to all delinquent invoices. Customer shall not withhold payment in excess of the selling price of the specific merchandise that has not been delivered or is subject to repair and/or replacement.
- Payment Method:** Pricing is based on payment in cash, check or ACH. A 3% convenience fee will be added to invoice if a credit card (American Express, Visa or Mastercard) is used for purchases over \$2,500. Credit cards will be charged in full at time of order.

Approved By: _____ Date: _____ Purchase Order: _____

Product to ship direct to site



FURNITURE PLAN
NOT TO SCALE

- ☐ ERCA
- ☐ Admissions
- ☐ Counseling
- ☐ Testing and Tutoring
- ☐ General Education
- ☐ Business
- ☐ Technology
- ☐ Shared Amenities
- ☐ Support
- ☐ Circulation

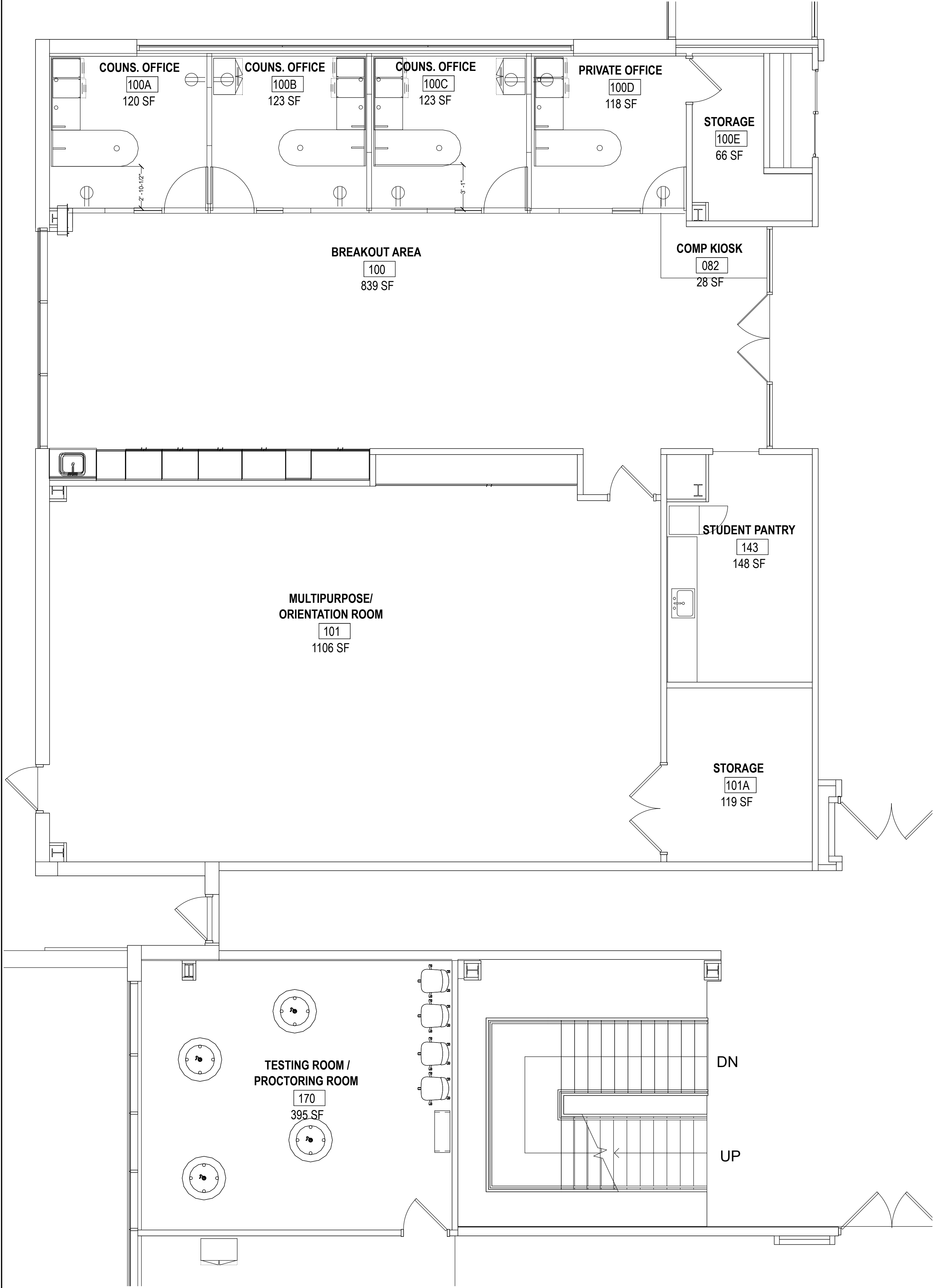
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DATE:	10/24/2024	
SCALE:	1/4" = 1'-0"	
PROJECT #:	255710	
DWG NAME:	255710 ERCA Phase 1 FURN PLAN.cdw	
SHEET #:	1/6	
ACCEPTED BY:	-----	
CHECK BY:	-----	



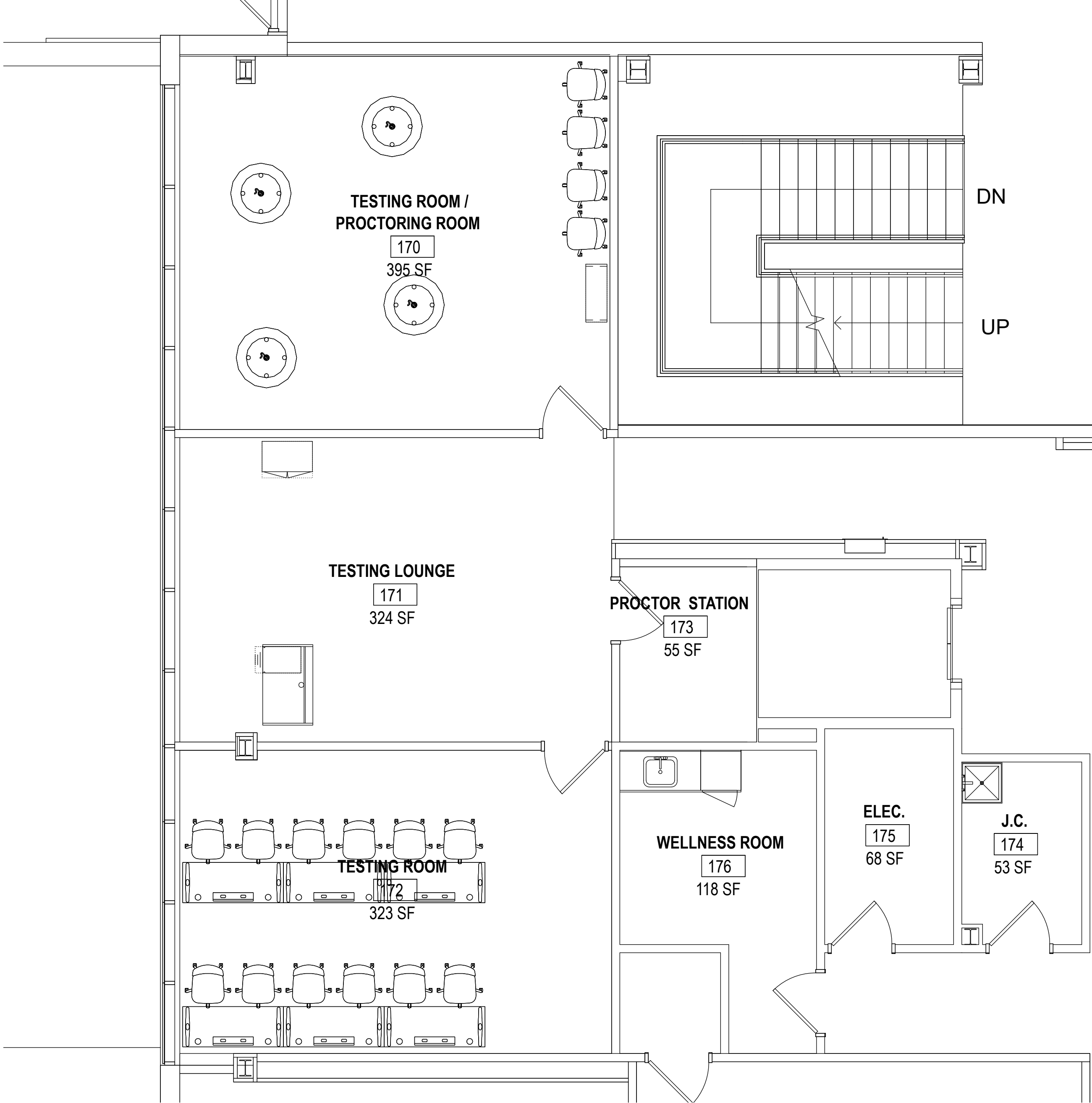
2203 E. EMPIRE ST., SUITE A
BLOOMINGTON, ILLINOIS
309-454-7888
WWW.WIDMERINTERIORS.COM

PROJECT:		EFFINGHAM TRAINING CENTER
		ERCA PHASE 1
		FURNITURE PLAN

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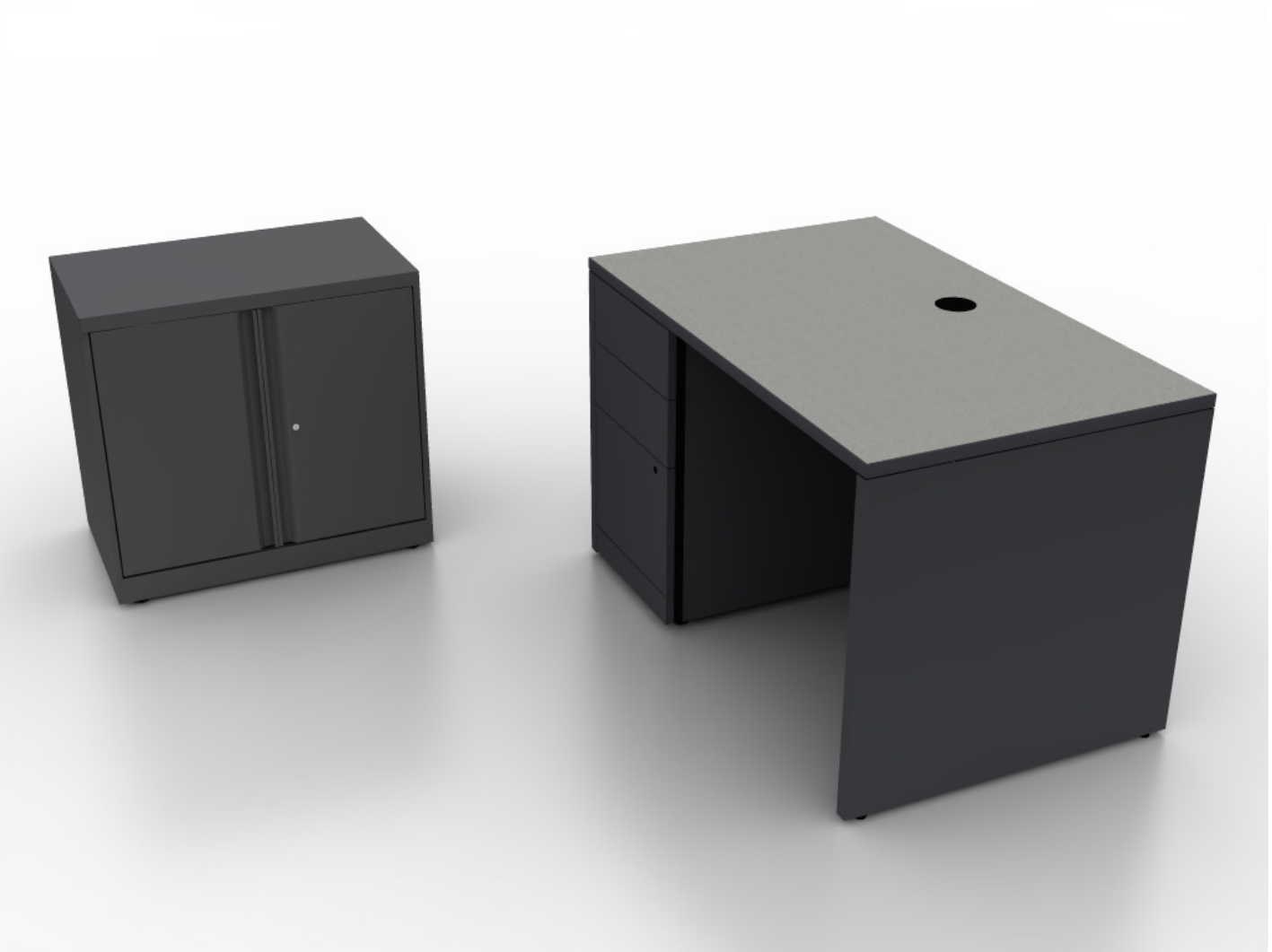
FURNITURE PLAN
SCALE: 1/4" = 1' 0"



FURNITURE PLAN
SCALE: 1/4" = 1' 0"



OFFICE RENDERING



TESTING LOUNGE RENDERING

WIDMER

INTERIORS

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WWW.WIDMERINTERIORS.COM

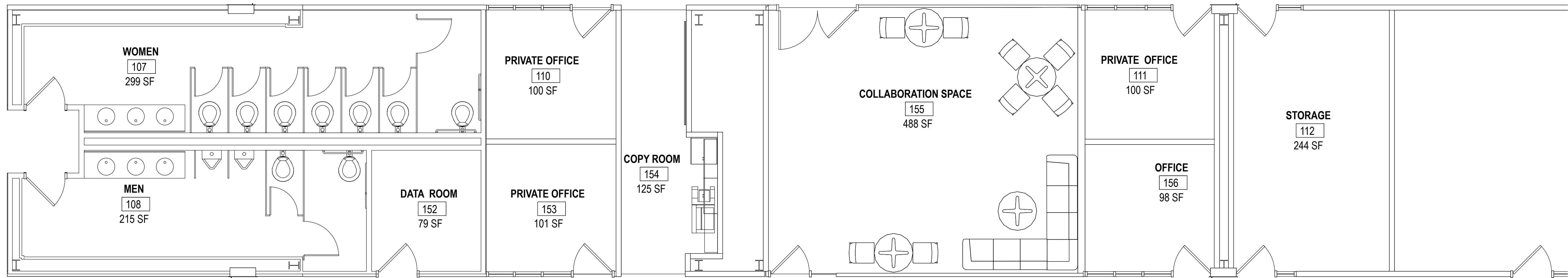
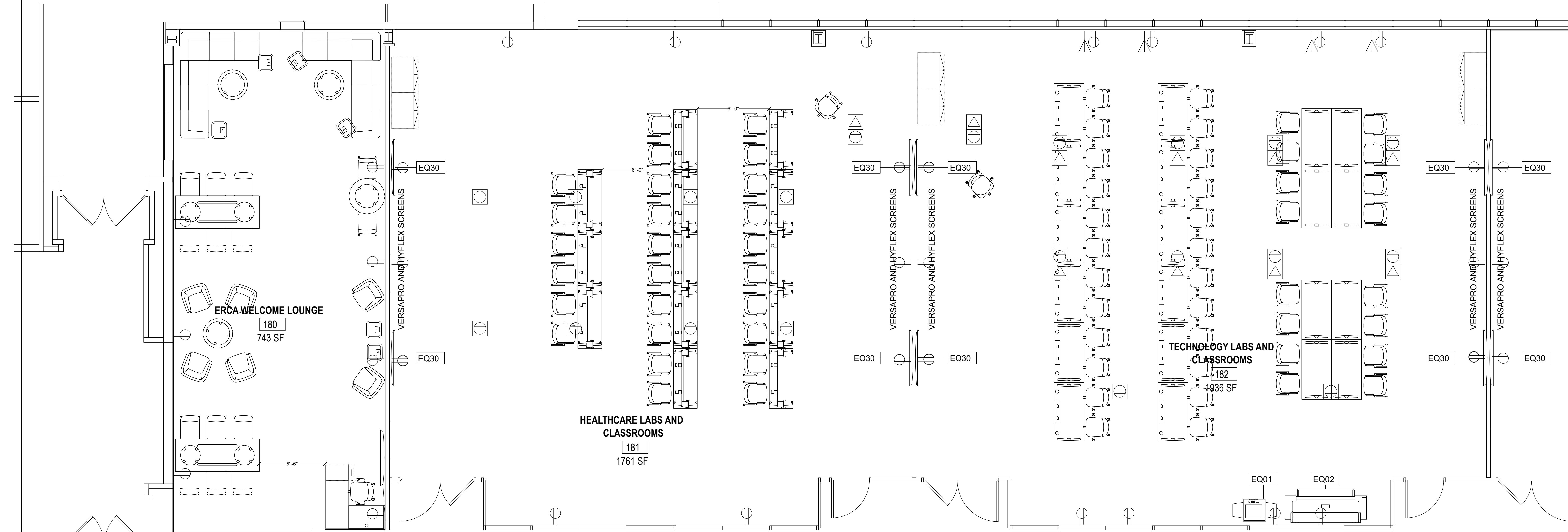
DESIGNER:	Kaleigh Pillsbury
DATE:	10/24/2024
SCALE:	1/4" = 1'-0"
PROJECT #:	255710
DWG NAME:	255710 ERCA Phase 1 FURN PLAN.cmrdrw
SHEET #:	2/6
ACCEPTED BY:	*****
CHECK BY:	*****

REVISIONS:

EFFINGHAM TRAINING CENTER
ERCA PHASE 1
FURNITURE PLAN

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c:\bentley\kaleigh_pillsbury\interior\design_department - documents\projects\lake land college\effingham training center (ETC)255710 ERCA Phase 1 1025710 ERCA Phase 1 FURN PLAN.cmrdrw



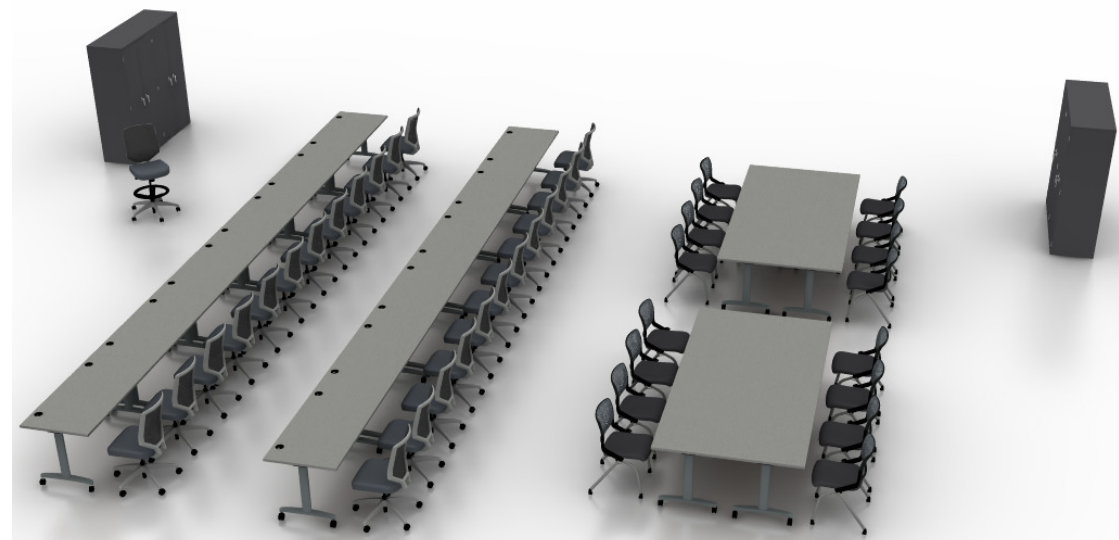
FURNITURE PLAN
SCALE: 1/4" = 1' 0"



WELCOME LOUNGE RENDERING



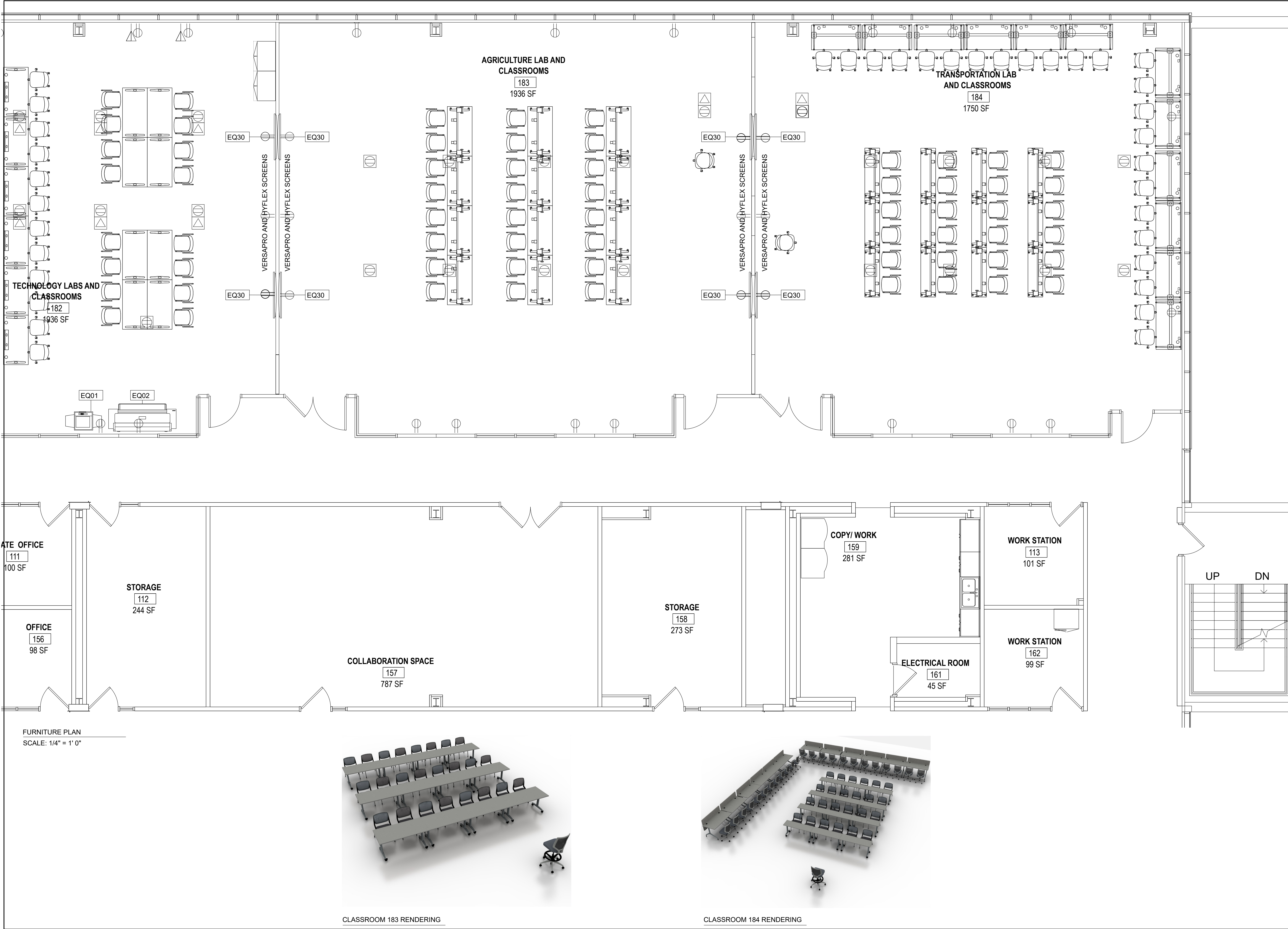
COLLABORATION SPACE RENDERING



CLASSROOM 182 RENDERING

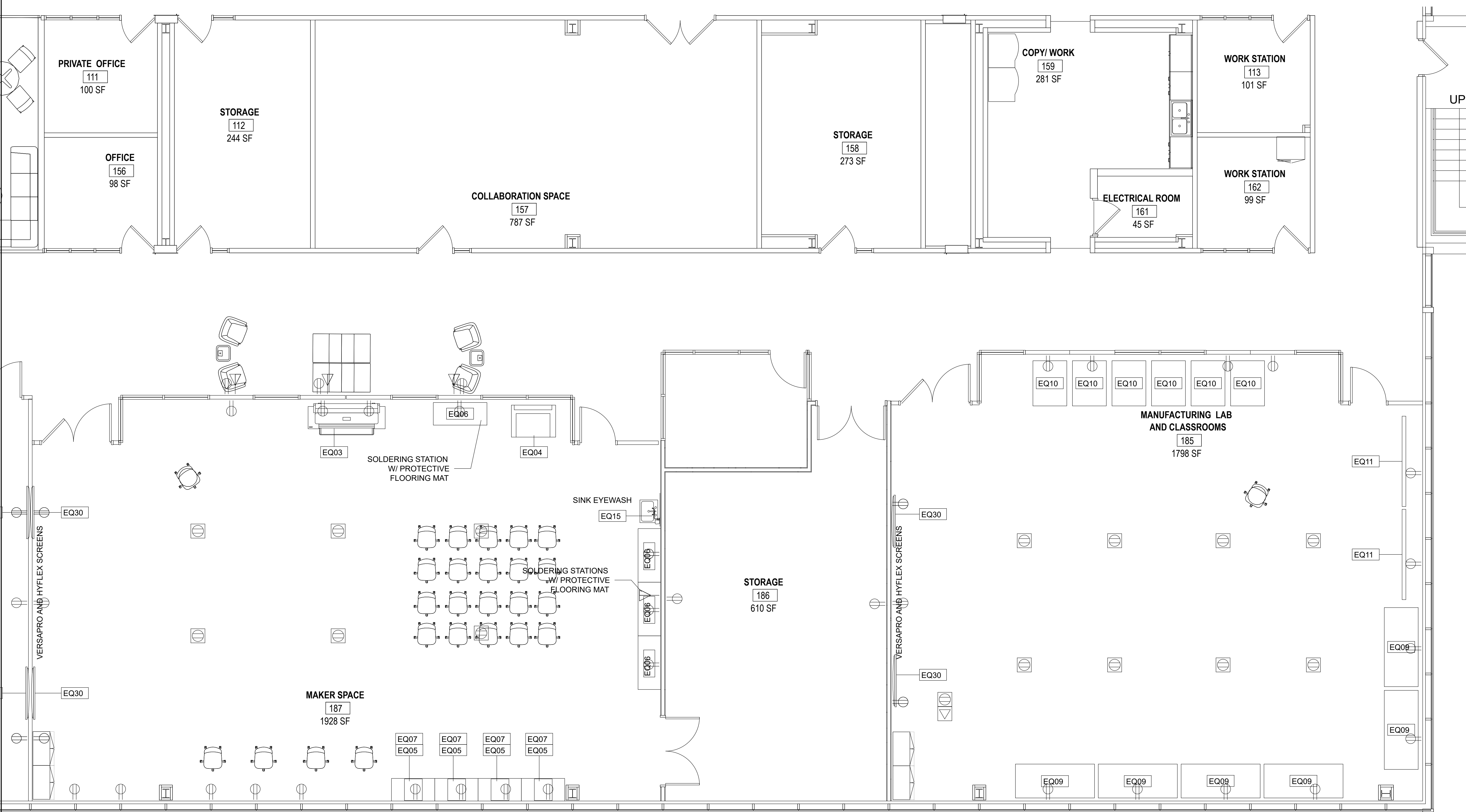
PROJECT:	EFFINGHAM TRAINING CENTER	ERCA PHASE 1	FURNITURE PLAN	DESIGNER: Kaleigh Pillsbury	REVISIONS:						
					DATE: 10/24/2024	SCALE: 1/4" = 1'-0"	PROJECT #: 255710	DWG NAME: 255710 ERCA Phase 1 FURN PLAN.cndrw	SHEET #: 3/6	ACCEPTED BY: -----	CHECK BY: -----
								2203 E. EMPIRE ST., SUITE A BLOOMINGTON, ILLINOIS 309-454-7888 WWW.WIDMERINTERIORS.COM			

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PROJECT:

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FURNITURE PLAN
SCALE: 1/4" = 1' 0"



HALLWAY LOUNGE RENDERING

PROJECT:

EFFINGHAM TRAINING CENTER

ERCA PHASE 1

FURNITURE PLAN

DESIGNER:

Kaleigh Pillsbury

DATE:

10/24/2024

SCALE:

1/4" = 1'-0"

PROJECT #:

255710

DWG NAME:

255710 ERCA Phase 1 FURN PLAN.cdw

SHEET #:

5/6

ACCEPTED BY:

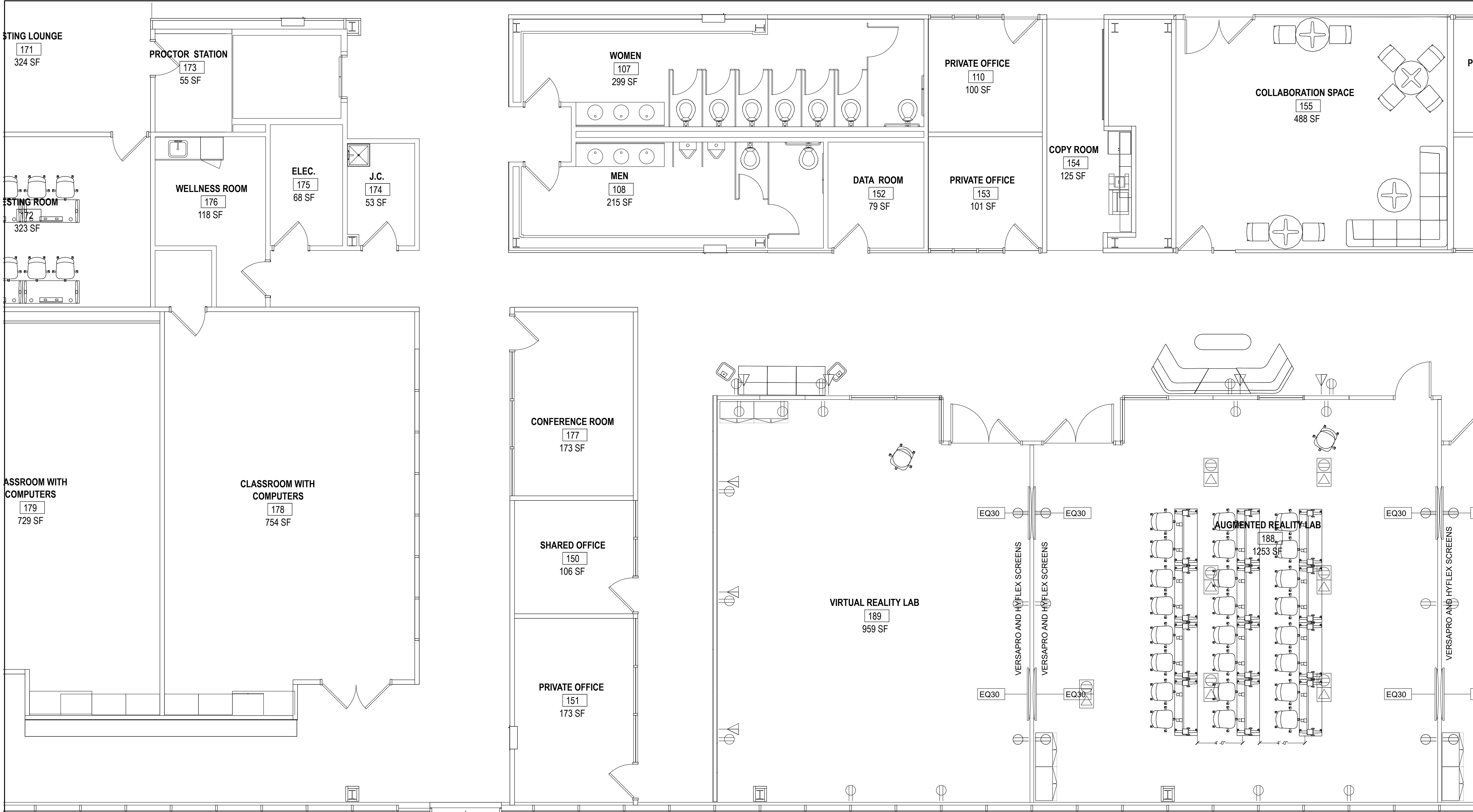
CHECK BY:

REVISIONS:

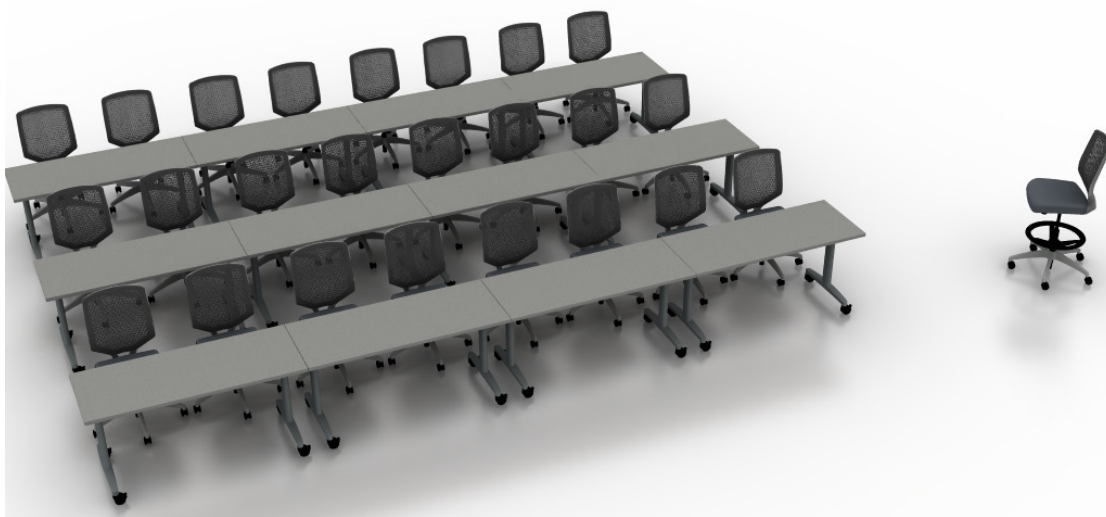
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FURNITURE PLAN
SCALE: 1/4" = 1' 0"



CLASSROOM 188 RENDERING



HALLWAY LOUNGE RENDERING



HALLWAY LOUNGE RENDERING

REVISIONS:

DESIGNER:	Kaleigh Pillsbury
DATE:	10/24/2024
SCALE:	1/4" = 1'-0"
PROJECT #:	255710
DWG NAME:	255710 ERCA Phase 1 FURN PLAN.cdw
SHEET #:	6/6
ACCEPTED BY:	-----
CHECK BY:	-----



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EFFINGHAM TRAINING CENTER	ERCA PHASE 1	FURNITURE PLAN
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LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: October 31, 2024

RE: Service Agreement with Dynamic Controls Inc.

The College control and monitoring systems were installed and have been serviced by Dynamic Controls, Inc. The previous three-year agreement with Dynamic Controls, Inc. expired September 30, 2024.

It is to the College's benefit to have a service agreement in place to include the full-service computer programming, graphics, system backups, inspections and maintenance of all automated doors. The agreement also includes ventilation control and service monitoring for our heating and air conditioning systems for the Mattoon campus and at the Kluthe Center. Effingham Technology Center (ETC) will not be covered by this agreement. ETC uses a different monitoring system and financially, it is not prudent at this time to convert from a working system.

I am recommending that the College enter into a new two-year service agreement with Dynamic Controls, Inc., East Peoria, Illinois. Given the proprietary nature of this system, this agreement is exempt from bidding under Board Policy 10.22.4(E). The new contract is \$50,289 per year or \$100,578 in total, which is an increase of \$4,843/year compared to our previous agreement. Given the overall value of the systems we have installed, this service agreement provides for the service, maintenance and repairs of these systems which is cost effective and beneficial to the College.

Please let me know should you have any questions or need any further clarification.

Recommended Motion: Approve as presented the two-year service agreement with Dynamic Controls, Inc. of East Peoria, Illinois with a total contract value of \$100,578 or \$50,289 per year.



Service Agreement

For:

Land Land College

5001 Lake Land Boulevard
Mattoon, IL 61938

Scott Rawlings, Director of Facilities

Prepared by:

Kendra Welk

For the period:

**10/1/2024 thru
9/30/2026**

Dynamic Controls, Inc.
727 Sabrina Drive
East Peoria, IL 61611

Office: (309) 692-8810
Direct: (309) 282-9608
Fax: (309) 692-7899



October 1, 2024



Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Attn: Scott Rawlings, Director of Facilities

Re: 2024-2026 Service Agreement
Proposal

Dear Scott,

Thank you for the opportunity to present the following proposal for a tailored service plan for your main campus as well as the Kluthe Center. The Dynamic Controls Inc. (DCI) team looks forward to providing technical service and support for the Schneider Electric / Andover Controls Building Automation Systems installed in your facility.

Industry-wide, service agreements are considered an excellent way to maximize the value of the buildings and the systems installed in it. At DCI, we ensure that the service agreements are designed to continually meet the dynamic and changing needs of your business and the facilities that support them. By investing in a service agreement, you can take advantage of the features and functionality in your system and receive the full value it was designed to deliver.

This Service Plan includes regular service visits and asset / lifecycle management services as detailed in the following pages. This Service Plan is designed to optimize system and asset performance and to reduce the risk of downtime of the systems in your facility.

Please review the enclosed proposal. I will call you to follow up and answer any questions you may have. We look forward to the opportunity to continue to serve you and help you achieve success in your business.

Sincerely,

Kendra Welk

Kendra Welk
Dynamic Controls Inc.



A. YOUR DYNAMIC CONTROLS SERVICE TEAM

Dynamic Controls has assembled a specialized team to provide you with Industry-leading building services. Your service team will work with you to help you derive the highest value from your building systems investment and assist you in reducing your energy and operating costs, while maintaining the highest levels of occupant comfort, safety and productivity.

This team will facilitate a smooth integration of our service activities into your normal business activities. The team will strive to meet your business objectives, provide effective lines of communication, and provide continuity through the Dynamic Controls personnel who execute your service program, ensuring your service is delivered in a seamless, transparent manner.

Your service team includes the following Dynamic Controls professionals:

- Mark Davis will be your Service Project Manager. Mark's primary responsibility is to provide support and coordination for the execution of your service program. Mark is ultimately responsible for Dynamic Controls' service relationship with Lake Land College and will strive to provide you with excellent customer service. Mark can be reached at (309) 696-4241.
- Dan Eye will be your primary service technician. Dan will be responsible for performing the service and repair functions for your Schneider Electric / Andover BMS and related HVAC equipment whenever possible. In the event that the primary service technician is not available, we will then assign a secondary technician. Dan can be reached at (309) 231-1797.
- Walt Neikirk will be your primary software support technician. Walt will be responsible for servicing and assisting you with any programming changes related to the Schneider Electric / Andover Continuum BMS. In the event Walt is not available, Dan Eye will be your secondary software technician. Walt can be reached at 309-282-9620 and cell 309-231-0375.



B. SCOPE OF THE AGREEMENT

The options outlined below are included in your service agreement.

Planned Maintenance:

- ◆ Four times a year DCI will perform an on-site preventive maintenance inspection on critical pieces of equipment in your building management system (BMS) network. Each inspection will be approximately 2 days.
- ◆ DCI will check those field devices, controllers, and network elements as indicated below. This is recommended for all sites to maintain original condition of installed and commissioned systems. This is accomplished by providing necessary testing and calibration, identifying defects and potential problem areas, and reducing the likelihood that emergencies will occur.
- ◆ After completion, you will receive a planned maintenance finding report for your records.

Workstations and Peripherals:

- ◆ This option includes planned maintenance routines performed on all your building management (BMS) workstations.
- ◆ Includes checking workstation operation including fan operation, hard drive errors, operating system updates, and hard drive de-fragmentation, if required. Includes checking printer, cleaning print head, remove excess paper, and changing cartridge/ribbon.
- ◆ Planned maintenance will be performed during normal business hours (8:00 am to 5:00 pm, Monday - Friday).

Network Equipment and Field Controllers:

- ◆ This option includes planned maintenance routines performed on network interfaces, routers and field controllers.
- ◆ Depending on devices' needs, checking the battery backup circuit, scan times, and verifying control loops.
- ◆ Planned maintenance will be performed during normal business hours (8:00 a.m. to 5:00 p.m., Monday - Friday).

Field Devices:

- ◆ This option includes planned maintenance routines performed on field devices connect to field controllers.
- ◆ Includes calibrating field devices' inputs and outputs and adjusting offsets in field controllers as needed. Results of the calibration will verify accuracy of critical system components and identify any potential problems or component failure beyond calibration.
- ◆ Planned maintenance will be performed during normal business hours (8:00 a.m. to 5:00 p.m., Monday - Friday).



Priority Telephone Assistance:

- ◆ This option provides access to our Emergency Service call line, which enables you to access to our pool of on-call engineers. Upon placing a call, you will be asked details about your site and system, and your contact number. An engineer will then contact you to discuss the problem and will attempt to identify the solution over the telephone.
- ◆ Should the engineer be unable to identify the solution remotely, then he will advise the service manager who will then schedule a site visit for a technician or programmer depending on the problem.

Remote Support:

We recommend including remote support in your service agreement, whether it's over the web, through a modem, or even over the telephone (method will depend on your system type.)

- ◆ A service engineer or programmer will assist you with troubleshooting software programs, PID loops, and any other issues with which you need assistance.
- ◆ The on-line support agreement price will include fixed number of support hours, including remote communications charges.
- ◆ Customer is responsible for a local communications cost.
- ◆ This option includes unlimited remote support as required.

Database Protection:

- ◆ DCI will work with Lake Land's IT Dept to make sure the Andover database is being periodically backed up. The purpose of backing up the data base is to be sure you have a current data base to restore your BAS in the event of damage to the system or the information contained in it. Typically, upon completion of the backup, we would give Lake Land a copy of the backup and another copy would be stored off-site (with your approval) at our local office. This provides additional protection in the event of damage to your on-site copy.
- ◆ Backup frequency will depend on your facility's needs, size, system activity, and system sensitivity.
- ◆ This agreement includes 2 backup routines a year, performed on the entire BMS system, including the front-end workstation and / or servers, as well as your entire network of field-mounted controllers.
- ◆ Backups will be performed during normal business hours (8:00 a.m. to 5:00 p.m.).

Facility Consulting Services:

- ◆ DCI Facility Consulting Services add value to your BMS and facility.

System Optimization and Reporting:

- ◆ With this option you will receive assistance with programming and fine-tuning control loops. A service technician will make recommendations and implement enhanced operational sequences. He will also develop reports that take data from your system and turn it into actionable information, allowing you to manage your facility more effectively. The pricing of this option includes travel and parking costs.
- ◆ This option includes engineering support as needed to fine tune your BMS operation.



Training:

As part of this agreement, time has been included for a technician to work with Lake Land maintenance personnel to become more comfortable using the EcoStruxure system. If assistance is wanted with programming, we will be glad to that information as well.

Preferred Rates:

- As a Service Agreement customer, you are entitled to discounted labor rates for additional work needed outside the scope of this agreement.
- Labor rates are effective January 1st through December 31st.
- **2024 discounted labor rates for Service Agreement customers are as follows.:**
 - Standard time (8:00 a.m. to 5:00 p.m., Monday - Friday) at **\$145.00/hour**
 - Standard Overtime at **\$195.00/hour**
 - Sunday and Holiday Overtime at **\$248.00/hour**
- As a maintenance agreement customer, you will receive a preferred customer discount multiplier rate of **.375** on Andover Controls/Schneider Electric published list price for replacement Andover parts purchased through DCI.



C. YOUR AGREEMENT INVESTMENT

Terms: This service agreement will be for a term of Twenty-Four (24) months, beginning on **October 1, 2024** and will be in effect through **September 30, 2026**, with subsequent pricing to be determined 30 days prior to anniversary date.

Lake Land College investment in this program is shown below:

DESCRIPTION	ANNUAL PRICE	TERM
Year 1 (10/1/24 – 9/30/25)	\$ 50,289.00	12 Months
Year 2 (10/1/25 – 9/30/26)	\$ 50,289.00	12 Months

For services designated herein and included in attached addendums, Lake Land College agrees to pay Dynamic Controls the amount of:

Year 1 Contract Price:

- Fifty thousand two-hundred-eighty-nine dollars and Zero Cents (\$50,289.00)

Year 2 Contract Price:

- Fifty thousand two-hundred eighty-nine dollars and Zero Cents (\$50,289.00)

- The annual agreement price shown above can only be adjusted if equipment as described in the attachment is added to or deleted from the original agreement. Price adjustments after the specified term are discussed in the terms and conditions of this agreement.
- Payment terms will be no greater than 30 days after Dynamic Controls Inc. invoice date.
- Dynamic Controls Inc. reserves the right to discontinue its service any time payments have not been made as agreed. Failure to make payments when due or impairment of customers credit shall relieve Dynamic Controls of any and all obligations pertaining to work or performance of work.
- This agreement acceptance forms part of the Dynamic Controls Inc. Service Plan Agreement, which has been tailored for the listed site. Also included are Inclusions, Exclusions and Terms and Conditions.



We would appreciate your signature in the space provided below as your acceptance of this agreement.

Name of Firm or Organization:

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dynamic Controls Inc.
727 Sabrina Drive
East Peoria, IL 61611
(309) 692-8810

Customer Acceptance:

Dynamic Controls Acceptance:

Accepted by (Signature):

Accepted by (Signature):

Name printed: _____ Name printed: Mark Davis

Title: VP For Business Services Title: Branch Operations Manager

Date: _____ Date: November 4, 2024

Bill to Address: (Please provide billing address if different from above)

Lake Land College

Attn: _____

Purchase Order No. (If Applicable) _____

After accepting the agreement, we request you to sign this page, and return a copy of this document to the below:

Account Manager:
Address:

Mark Davis
Dynamic Controls Inc.
727 Sabrina Drive
East Peoria, IL 61611

Phone: 309-282-9606



TERMS AND CONDITIONS

- A. Planned and / or routine maintenance services provided under this agreement will be performed during normal working hours (8:00 a.m. to 5:00 p.m.) unless specifically stated in the contract.
- B. The guarantees and services provided under the scope of this agreement are conditioned upon Lake Land College operating and maintaining systems / equipment. Lake Land College will do so according to industry-accepted practices and in consideration of our recommendations.
- C. Lake Land College will provide and permit reasonable access to all covered equipment. Dynamic Controls will be allowed to start and stop equipment as necessary to perform its services and be permitted use of existing facilities and building services, after the technician has verbally notified the customer that he has arrived on the premise.
- D. Dynamic Controls shall not be liable, unless negligent, for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, floods, lightning, power fluctuations, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restriction, delays in transportation, shortage of vehicles, fuel, labor or materials, or malicious mischief.
- E. In the unlikely event of failure by Dynamic Controls to perform the obligations in this contract, Dynamic Controls' liability is limited to repair or replacement of product at its option, and such shall be Lake Land College sole remedy unless a higher liability is imposed by a court of competent jurisdiction. Under no circumstances will Dynamic Controls, be responsible for loss of use, loss of profits, increased operating or maintenance expense, claims of Lake Land College tenants or clients, or any special, indirect or consequential damages.
- F. The agreement does not include responsibility for system design deficiencies, such as, but not limited to, poor air distribution, water flow imbalances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment, or system operation.
- G. Dynamic Controls is not responsible for the removal or disposal of any hazardous materials or any cost associated with those materials unless otherwise specified in this agreement. Any charges incurred for their proper disposal will be borne by the customer and will be incremental to the contract price.
- H. The agreement does not include repairing any damage resulting from improper / inadequate water treatment or filter service not supplied by Dynamic Controls.
- I. This agreement does not include services occasioned by improper operation, negligence, vandalism, or alterations, modifications, abuse, or misuse, or repairs to equipment not performed by Dynamic Controls. Also excluded is the furnishing of materials and supplies for painting or refurbishing equipment.
- J. Dynamic Controls shall not be required to furnish any items of equipment, labor, or make special tests recommended or required by insurance companies, federal, state, municipal or other authorities except as otherwise included in this agreement.
- K. This agreement does not include the cleaning of any air passages, grilles, or air balancing of systems.
- L. This agreement shall be governed by the laws of the State of Illinois.
- M. Dynamic Controls shall not be liable for the operation of the equipment nor for injuries to persons or damage to property, except those directly due to the negligent acts or omissions of its employees and in no event shall it be liable for consequential or speculative damages. Dynamic Controls shall not be liable for expense incurred in removing, replacing or refinishing any part of the building structure necessary to the execution of this agreement. Dynamic Controls shall not be held liable for any loss by reason of strikes or labor troubles affecting its employees who perform the service called for herein, delays in transportation, delays caused by priority or preference rating, or orders or regulations established by any government, authority, or by unusual delays in procuring supplies or for any other cause beyond its reasonable control.
- N. Only Dynamic Controls' personnel or agent are authorized to perform the work included in the scope of this agreement. Dynamic Controls may, at its option, cancel its obligations under this agreement should non-authorized individuals perform such work.



- O. This agreement and all rights hereunder shall not be assignable by either party unless approved by the other party in writing.
- P. In the event of additional freight, labor, or material costs resulting from Lake Land College request to avoid delays with respect to equipment warranties, or accelerated delivery of parts and supplies, Lake Land College agrees to pay these additional costs at Dynamic Controls' currently established rate.
- Q. Dynamic Controls' scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Dynamic Controls encounters such material in performing its work, Dynamic Controls will have the right to discontinue work and remove its employees until the hazard is corrected by Lake Land College or it is determined no hazard exists.
- R. This agreement contains the entire contract and the parties hereby agree that this agreement has been agreed to and the entire agreement is then accepted and approved by an authorized person for both parties, and no statement, remark, agreement or, understanding, oral or written, not contained herein, will be recognized or enforced.
- S. Lake Land College agrees that in the event that there shall have been passed a federal and / or state law, which shall compel Dynamic Controls to contribute to a federal and / or state health plan for its employees, then the terms of this agreement shall be subject to adjustment to the extent that the cost of such mandated contributions increase Dynamic Controls' cost to perform this contract or the agreement may be cancelled by Lake Land College.
- T. Lake Land College acknowledges and agrees that any purchase order issued by Lake Land College, in accordance with this agreement, is intended only to establish payment authority for Lake Land College internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No term or condition included in the Lake Land College purchase order will have any force or effect. Certifications must be signed by Dynamic Controls.
- U. Lake Land College shall not actively solicit the employment of any Dynamic Controls Employees.
- V. This master service agreement will be for a term of **(twenty four) months** from the date here of either party may terminate this agreement at any time with 90 days written notice, with or without cause. The annual price of the service agreement shall be escalated at the anniversary of this agreement to reflect increases in labor and material costs as well as system expansion.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
November 11, 2024**

The following employees are recommended for FMLA leave. Board policy 05.04.12.

Bell, Harry	10/7/24-2/29/24	Continual and Intermittent
Burrell, Krista	11/4/24-1/2/25	Continual and Intermittent
Olarge, Annabelle	10/29/24-	Intermittent
Taylor, Shelby	4/21/25-7/11/25	
Webster, Samantha	6/1/24-	Intermittent

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Carlin, Nathaniel	Student Services Intern	10/28/24
	Primary Position Newspaper Editor	
Craig, Bethany	CBI Trainer	10/22/24
	Primary Position Grants Writer and Coordinator	
Dickens-Montgomery, Amanda	Allied Health BNA Adjunct Faculty	10/21/24
	Primary Position Path Grant Support Services	
Nanjela, Lungowe	Community Learning Instructor	1/2/25
	Primary Position Bookstore Rush Worker	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Bierman, Kendra	Student Wellness Center Manager	1/2/25
Fournier, Derek	Correctional Construction Occ Instructor	10/21/24
Paige, Ashlyn	Dual Credit Events and Onboarding Spec	11/18/24
Poulin, Dylan	Custodian	11/14/24
Shedosky, Erin	Custodian	11/12/24

Full-time Tenure Track

Mayhaus, Danielle	Nursing Instructor	1/10/25
Panful, Benjamin	IT Instructor/Coordinator IT Programs	1/10/25

Part-time

Hendrickson, Jennifer	Community Learning Instructor	1/2/25
Kambobe, Pamela	International Student Ambassador	10/2/24
Msoni, McKay	International Student Ambassador	10/15/24
Tabbert, Alexis	Community Learning Instructor	10/31/24
Yao, Wen Li	Community Learning Instructor	1/16/25

College Work Study

Baker, Abraham	College Work-Study	9/5/24
Childress, Faith	College Work-Study	10/14/24
Gentry, Wyatt	College Work-Study	10/14/24
Jones-Homann, Michaela	College Work-Study	10/15/24
Meinhart, Megan	College Work-Study	10/29/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Besch, Sierra	Child Care Lab Lead	10/31/24
Cunningham, Nancy	Correctional Career Technology Instructor	10/15/24
Garrett, Torie	Child Care Lab Assistant	10/31/24
Hawk, Laura	Early Childhood Education Coach/Mentor	10/31/24
Morrison, Lynae	Employment Specialist	10/25/24
Part-time		
Charles, Frantz	Institutional Equipment Assistant	8/30/24
Nelson, Gregory	Retiree Incentive Program	10/31/24
Van De List, Elizabeth	Kluthe Test Proctor	7/3/24